

QUEEN
HD
4903.5
.C2
C32
1983/84

Gouvernement du Canada
Ministère des Communications

ANNUAL REPORT

EQUAL OPPORTUNITIES PROGRAMS

1983-84



Government of Canada
Department of Communications

Gouvernement du Canada
Ministère des Communications

Queen
HD
4903.5
.C2
C32
1983/84

ANNUAL REPORT

EQUAL OPPORTUNITIES PROGRAMS

1983-84

ANNUAL REPORT
1983-84

EQUAL OPPORTUNITIES PROGRAMS

- Equal Opportunities for Women
- Employment Opportunities for
Persons with Physical or Mental
Handicaps
- Representation and Participation
of Indigenous People

TABLE OF CONTENTS

	PAGE
I INTRODUCTION	1
II EQUAL OPPORTUNITIES FOR WOMEN	3
1. Data Analysis and Statistics	4
a) Long term quantitative targets	4
- Table representing targets for the national plan	
- Tables representing targets for the Atlantic, Quebec, Ontario, Central and Pacific Regions	
b) Distribution of men and women by category	6
- Tables representing each category	
c) Distribution by Sector	7
- Table showing numbers of men and women in each sector.	
2. Training and Development	9
3. Observations and Conclusions	10
4. Action Plans	11
III EMPLOYMENT OPPORTUNITIES FOR PERSONS WITH PHYSICAL OR MENTAL HANDICAPS	12
IV REPRESENTATION AND PARTICIPATION OF INDIGENOUS PEOPLE	17

I INTRODUCTION

I INTRODUCTION

The Treasury Board policy on Equal Opportunities recommends that career opportunities be equally available to all qualified and interested persons. This concept of equality of opportunity is dedicated to ensuring that there shall be equal access to employment, training, development and career progression for all Canadians. Particular reference is made to women, indigenous people and persons with physical or mental handicaps. As a result of this government policy, Equal Opportunities programs were established for these groups in order to correct their current under-representation in the Public Service of Canada. Guidelines, prepared by Treasury Board, encourage Departments to:

- a) recruit and promote competent employees;
- b) encourage and accelerate the advancement of employees through training and development programs;
- c) identify barriers to advancement and eliminate them; and
- d) eliminate discrimination in acts, regulations, policies and practices.

At the Department of Communications, the equal opportunities imperative is considered a part of personnel management planning to be maintained as an integral component of the priorities and organization of the Department.

Until 1984, all program activities related to the under-represented groups were administered, co-ordinated and monitored by the Office of Equal Opportunities located in the Division of Personnel Policy and Planning (DPPP). Since January, 1984, however, these programs have been restructured to report under the Affirmative Action banner which has been set up initially as a task force under the direction of a steering committee composed of senior managers representing each sector of the Department. The objective of the Affirmative Action strategy is to remove any forms of discrimination from our employment systems, especially those which present barriers to the employment of women, indigenous people and persons with handicaps and which place these people at a disadvantage during their employment. It is planned to re-integrate Affirmative Action with DPPP early in 1985.

In previous years, annual reports were prepared separately for each of the three Equal Opportunities programs. In view of the merging of these ongoing programs with Affirmative Action, the decision was made to combine for this year the three into one annual report representing the progress made and activities undertaken for all three groups during the 1983-84 fiscal year.

II EQUAL OPPORTUNITIES
FOR WOMEN
PROGRAM

I. DATA ANALYSIS AND STATISTICS

A) LONG TERM QUANTITATIVE TARGETS

The Action Plan submitted to the Treasury Board Secretariat on March 31, 1981 set a number of targets for the representation of women in specific occupational groups to be achieved by the fiscal year ending March 31, 1984. Different targets for selected groups were set on a national level (see Form I) as well as for each region (see Forms I A to E). For reference, these forms can be found following the written analysis.

I National Plan

Form I indicates the goals to be achieved on the national level for nine selected occupational groups. This table also compares the actual percentage representation of women employees in February 1984 with the representation as it existed at the end of December, 1980.

An examination of the statistics reveals that some progress was indeed made during this interval towards increasing the number of women in certain groups within the Department. The percentages of women have clearly increased in all but one group (EG-ESS). The largest increase occurred in the FI group where women increased from 12.8% to 44.4%.

However, although progress was made, targets were not always achieved. Whereas the targets for the Administrative and Foreign Service category were for the most part surpassed, the representation of women in the Management, Scientific and Professional, Technical and Operational categories fell short of expectations. In fact, of the ten target areas identified in the national plan, objectives were met only in three areas (AS, CS, FI groups).

II Atlantic Region

The Atlantic Regional Office reported that their long term objectives under this program were attained. Although no vacancies for the engineering group were originally forecasted up to 1984, it also did not prove possible to recruit a female engineer.

III Quebec Region

The long-term target of 30% for women in the Administrative and Foreign Service category was surpassed² by more than 12%. Nine of the 22 positions in this category are now filled by women.

The long term objective was to increase the proportion of women in the EL group to 4%; the actual current situation reflects a representation of 1.28% despite the region's best efforts (See Form I B). A public recruitment campaign aimed at filling eight positions at the EL-1 level resulted in ten potential candidates, all of whom were men. The Quebec Regional Office does not foresee another EL recruitment drive in the near future. Barring unforeseen circumstances such as increased turnover or separations, their objective to increase to 4% the representation of women in the EL group will not likely be met by the end of 1984.

IV Ontario Region

The target of 34% for women in the Administrative and Foreign Service category was exceeded. The representation has increased by approximately 16% since 1980 and now stands at 42.85%. (See Form I C)

Conversely, the goal of appointing 4 women to Radio Inspector positions was not met. This region presently has 2 women in the EL group. However, one female in the CR group is continuing her training in electronics at a community college and is to graduate in May, 1984. Plans are underway to place another woman in the CR group on similar training in 1984. Unfortunately, recruitment programs did not produce any qualified female applicants.

Other activities aimed at increasing female participation included:

- (1) cross-training and job rotation opportunities for 8 CR's and 1 DA-CON provided in Finance and Administration, Government Telcommunications, Authorization and Spectrum Control; and
- (2) a one-week workshop in Personnel, Finance, general and technical office practices which was attended by 20 clerks and secretaries.

V Central Region

One female employee is currently undertaking a program of studies at the Northern Alberta Institute of Technology and is enrolled in the Electronics Technology course. Upon graduation in June, 1984, this employee will be placed as a Radio Inspector in one of the District Offices. This action will contribute towards the goal of 6% for female participation in the EL group. Representation now stands at 4.16% (See Form I D).

The target of 30% female participation in the Administrative and Foreign Service category was exceeded by 3.33%. The region has set as objectives in the coming year, in addition to the plan for the female EL previously mentioned, the hiring of one woman in the PM category and the promotion of another from the CR category to the PE group.

VI Pacific Region

Targets set for the EL group and for the Administrative and Foreign Service category were surpassed (See Form I E). In the former, female participation now stands at 4.47%. In the latter, female representation increased beyond the goal of 20% to 33.3%.

No radio inspectors were recruited in 1983-84. As a result, the Region was unable to increase the number of females represented in the Technical category.



**EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM**

**PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME**

Fiscal Year — Année financière
1983-84

NATIONAL PLAN

LONG TERM QUANTITATIVE TARGETS OBJECTIFS QUANTITATIFS À LONG TERME			
FISCAL YEAR ENDING MARCH 31, 1984		ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984	
Group & Level Groupe et niveau	Target Objectif	Comments Commentaires	
	By March 31, 1984 women should represent in the Department:	Actual % representation as of	
		31-12-80	07-02-84
Management	10%	3.7%* *refers to SX only	7.36%** **includes EX and SM
EN-ENG	4%	1.9%	2.69%
SE-RES	4%	1.8%	2.04%
AS	20% at levels 4 to 8 (actual overall representation)	16% (37.5%)	21% (46.04%)
CS	15% at levels 3 to 5 25% of the group	6.6% 19%	10% 25%
FI	20%	12.8%	44.44%
EL	4%	1.4%	2.5%
EG-ESS	16%	10.8%	5.71%
Operational Category	3%	0%	1.42%



EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM

PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME

ATLANTIC REGION

Fiscal Year — Année financière

1983-84

LONG TERM QUANTITATIVE TARGETS
OBJECTIFS QUANTITATIFS À LONG TERME

FISCAL YEAR ENDING MARCH 31, 1984

ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984

Group & Level Groupe et niveau	Target Objectif	Comments Commentaires	
EN-ENG	No vacancies forecasted up to 1984	Actual % representation <u>as of</u> 31-12-80 07-02-84 0% 0%	
Administrative and Foreign Service Category	To promote AS-1 to AS-3 To promote AS-3 to PM-4	Two employees were promoted: one from AS-1 to AS-3; one employee from AS-3 to PM-4	
	To promote CR-4 to FI AS PM	CR-3 to FI duties in GTA, Ottawa	
EL	To recruit 2 women for EL group To promote these employees from EL-1 to EL-4 over a period of three years	0%	2.17%



EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM

PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME

QUEBEC REGION

Fiscal Year — Année financière

1983-84

LONG TERM QUANTITATIVE TARGETS
OBJECTIFS QUANTITATIFS À LONG TERME

FISCAL YEAR ENDING MARCH 31, 1984

ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984

Group & Level Groupe et niveau	Target Objectif	Comments Commentaires					
EL	At least 4% by 1984	Actual % representation <u>as of</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>31-12-80</u></td> <td style="width: 50%; text-align: center;"><u>07-02-84</u></td> </tr> <tr> <td style="text-align: center;">1.35%</td> <td style="text-align: center;">1.28%</td> </tr> </table>		<u>31-12-80</u>	<u>07-02-84</u>	1.35%	1.28%
<u>31-12-80</u>	<u>07-02-84</u>						
1.35%	1.28%						
AS, PM, PE, CS, FI	At least 30% by 1984	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">14.29%</td> <td style="width: 50%; text-align: center;">42.85%</td> </tr> </table>		14.29%	42.85%		
14.29%	42.85%						



EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM

PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME

ONTARIO REGION

Fiscal Year — Année financière

1983-84

LONG TERM QUANTITATIVE TARGETS
OBJECTIFS QUANTITATIFS À LONG TERME

FISCAL YEAR ENDING MARCH 31, 1984

ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984

Group & Level Groupe et niveau	Target Objectif	Comments Commentaires	
EL	To appoint 4 women to Radio Inspector positions	Actual % representation <u>as of</u> 31-12-80 07-02-84 1% 1.94%	
Administrative and Foreign Service Category	To increase female participation to 34%	26.66%	42.85%
AS	To achieve 40% female representation 2 females at the intermediate level	20%	45.45%



**EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM**

**PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME**

CENTRAL REGION

Fiscal Year — Année financière

1983-84

**LONG TERM QUANTITATIVE TARGETS
OBJECTIFS QUANTITATIFS À LONG TERME**

FISCAL YEAR ENDING MARCH 31, 1984

ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984

Group & Level Groupe et niveau	Target Objectif	Comments Commentaires	
EL	6% female	Actual representation <u>as of</u> 31-12-80 07-02-84 2.11% 4.16%	
Administrative and Foreign Service	30% female	31.25%	33.33%
AS	25% female	20%	20%



**EQUAL OPPORTUNITIES FOR
WOMEN PROGRAM**

**PROGRAMME D'ÉGALITÉ D'ACCÈS À
L'EMPLOI POUR LA FEMME**

PACIFIC REGION

Fiscal Year — Année financière

1983-84

**LONG TERM QUANTITATIVE TARGETS
OBJECTIFS QUANTITATIFS À LONG TERME**

FISCAL YEAR ENDING MARCH 31, 1984

ANNÉE FINANCIÈRE SE TERMINANT LE 31 MARS 1984

Group & Level Groupe et niveau	Target Objectif	Comments Commentaires	
		Actual representation as of	
		31-12-80	07-02-84
Administrative and Foreign Service Category AS	To increase female participation to 20% One female in the Government Telecommunications Agency	0%	33.3% 25% in the AS group
EL	To increase female participation	4.29%	4.47%

DATA ANALYSIS

B) DISTRIBUTION OF MEN AND WOMEN BY CATEGORY

The 1980 and 1984 comparison of men and women by category in the Department is shown in Table I.

It is noted that the total number of employees in the Management category increased by 68 persons in this period. For women, this change represented an increase of 6 persons or 3.66% representation in the category.

It is significant that there was a increase of only 2 women in the Scientific and Professional category, although the total number of both men and women increased by 37. This represented an increase of .09% for women within the category, indicating a continuing need for long term efforts in this area.

The Administrative and Foreign Service category increased by 79 persons of which 73 were women. This was reflected in a corresponding increase of 10.75% in the representation of women.

In the Technical category there was increase of 16 persons, including 1 woman, for a percentage increase of .06% for women.

The Administrative Support category was the only one in which the percentage of women decreased (by 1.56%) while the male representation increased. This reversal occurred despite the fact that the total number of employees increased by 40 since 1980. This trend was interpreted as positive in terms of a move towards improving the balance of males in a traditionally female work environment.

The Operational category represents the only area of decreased number of employees (5) within the Department. Nonetheless, the representation of women in this area increased by 1.42% from a previous 0% as a result of the hiring of one woman.

TABLE I

1980 VS 1984

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY

CATEGORY	NO. OF MEN	NO. OF WOMEN	TOTAL	% OF MEN	% OF WOMEN
				IN CATEGORY	IN CATEGORY
<u>MANAGEMENT</u>					
AS OF 31-12-80	26	1	27	96.30	3.70
AS OF 07-02-84	88	7	95	92.63	7.36
TOTAL INCREASE OR DECREASE IN CATEGORY	+62	+6	+68	-3.67	+3.66
<u>SCIENTIFIC AND PROFESSIONAL</u>					
AS OF 31-12-80	300	14	314	95.54	4.46
AS OF 07-02-84	335	16	351	95.44	4.55
TOTAL INCREASE OR DECREASE IN CATEGORY	+35	+2	+37	-.10	+0.09
<u>ADMINISTRATIVE AND FOREIGN SERVICE</u>					
AS OF 31-12-80	264	114	378	69.84	30.16
AS OF 07-02-84	270	187	457	59.08	40.91
TOTAL INCREASE OR DECREASE IN CATEGORY	+6	+73	+79	-10.76	+10.75
<u>TECHNICAL</u>					
AS OF 31-12-80	546	23	569	95.96	4.04
AS OF 07-02-84	561	24	585	95.89	4.10
TOTAL INCREASE OR DECREASE IN CATEGORY	+15	+1	+16	-.07	+0.06

TABLE I (continued)

1980 VS 1984

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY

CATEGORY	NO. OF MEN	NO. OF WOMEN	TOTAL	% OF MEN IN CATEGORY	% OF WOMEN IN CATEGORY
<u>ADMINISTRATIVE SUPPORT</u>					
AS OF 31-12-80	68	456	524	12.98	87.02
AS OF 07-02-84	82	482	564	14.53	85.46
TOTAL INCREASE OR DECREASE IN CATEGORY	+14	+26	+40	+1.55	-1.56
<u>OPERATIONAL</u>					
AS OF 31-12-80	75	0	75	100	.00
AS OF 07-02-84	69	1	70	98.57	1.42
TOTAL INCREASE OR DECREASE IN CATEGORY	-6	+1	-5	-1.43	+1.42
<u>TOTALS FOR ALL CATEGORIES</u>					
AS OF 31-12-80	1279	608	1887	67.78	32.02
AS OF 07-02-84	1405	717	2122	66.21	33.79
TOTAL INCREASE OR DECREASE IN ALL CATEGORIES	+126	+109	+235	-1.57	+1.57

SOURCE

PARS: DISTRIBUTION OF MEN AND WOMEN BY CATEGORY,
OCCUPATIONAL GROUP AND SUB-GROUP (February 7, 1984)

DATA ANALYSIS AND STATISTICS

C) DISTRIBUTION OF MEN AND WOMEN BY SECTOR

The table below indicates the numbers and percentages of male and female indeterminate employees in each sector as of December 31, 1983. The sectors have been arranged in order of numbers and percentages for female representation, with the highest representation at the top of the chart.

DISTRIBUTION OF MEN AND WOMEN BY SECTOR

<u>SECTOR</u>	<u>No. of Men</u>	<u>%</u>	<u>No of Women</u>	<u>%</u>	<u>Total Number</u>
MINO *	0	0.0	9	100	9
DMO	5	26.3	14	73.7	19
ADMAC	22	37.9	36	62.1	58
ADMFM	29	50.0	29	50.0	58
SADM	87	53.7	75	46.3	162
ADMTI	107	61.8	66	38.2	173
DGPA	232	66.7	116	33.3	348
ADMSM	668	67.3	324	32.7	992
ADMR	256	84.5	47	15.5	303
TOTAL	1406	66.3	716	33.7	2122

* Includes only public servants hired under the Public Service Employment Act

Source and date: PARS December 31, 1983

The picture that emerges from a closer examination of the statistics reveals that those sectors having the highest proportion of positions in the Administrative Support and the Administrative and Foreign Service categories also tend to have the highest percentage representation of women. Indeterminate positions in MINO, DMO and ADMAC are largely of this nature as opposed to indeterminate positions in ADMR, ADMSM and ADMTI which tend to predominate in the Scientific and Professional and the Technical categories.

2. TRAINING AND DEVELOPMENT

Educational Leave was approved for five women in the Department during the past year. Applications for four women (CR-04, CR-03, CR-02, SCY-03) were approved for EL training, and for one woman (SI-03) to complete a Master's Degree in Applied Psychology.

Information regarding the Public Service Commission's Career Advancement Seminar for Women Public Servants (Administrative Support category), to be held in March, 1984, was distributed to women employees in the National Capital Region through their training co-ordinators. Considerable interest was shown in this self development course in that almost 60 women applied. Registration for the course was co-ordinated through the Department's EOW office in liaison with the Public Service Commission.

3. OBSERVATIONS AND CONCLUSIONS

By 1984, the total number of employees within the Department had increased by 235, of which 126 were men and 109 were women. Men now occupy 66.2% and women 33.8% of indeterminate positions. These figures reflect an increase of 1.57% since 1980 in the representation of women in the employee population.

What is particularly encouraging for the Equal Opportunities for Women Program, with respect to the progress made since the end of 1980, is the trend indicating that more women are expressing interest in and are gaining entry to occupational groups which have in the past been traditionally associated with and oriented towards men. Not only are women undertaking EL training but their actual representation has increased particularly in the Management category and the Financial Officer group, albeit to a lesser extent in the Scientific and Professional, Technical and Operational categories. Perhaps an even more important consideration is that women no longer appear to be limiting themselves in their own eyes to conventionally female roles in the workplace. They are knocking on the doors to other employment opportunities. Slowly but surely, the doors are beginning to open.

4. ACTION PLANS

As mentioned at the beginning of this report, the Equal Opportunities Program has been restructured to report under the new Affirmative Action Program. The goal of the Affirmative Action strategy is to determine accurately if under-representation exists and to analyse the effects of employment policies, practices and procedures which may exclude or place at a disadvantage women as well as members of the other target groups. A work-force analysis to provide a comprehensive picture of the Department's human resources and an employment systems analysis to identify and measure the impact of policies and procedures are to be completed by the end of August, 1984. A three-year remedial action plan will be submitted to the Treasury Board Secretariat by December 31, 1984.

Until the Affirmative Action Program has developed a comprehensive plan of action, departments are required to maintain their Equal Opportunities initiatives. In addition to this ongoing effort, particular Special Measures established by the Treasury Board Secretariat and the Public Service Commission are to be implemented. One such measure which pertains exclusively to women is the establishment of the Women's Career Counselling and Referral Bureau at the Public Service Commission. Women who are ready for or have the potential to assume positions in the Management Category are to be identified and their names submitted to this special PSC unit for career planning advice and referral for management positions.

Other EOW action plans include:

- continued implementation of the EL training program for interested and qualified women and support to and liaison with the regions in this regard;
- provision of advisory and referral services for women with regard to career planning and development;
- co-ordination for the career advancement seminars for women public servants, if the PSC continues to offer this series.

III. EMPLOYMENT OPPORTUNITIES
FOR PERSONS WITH PHYSICAL
OR MENTAL HANDICAPS

PROGRESS REPORT

National Capital Region

- With respect to job enrichment and career advancement opportunities for handicapped employees, training sessions on microcomputers were attended by two employees with hearing difficulties. This training was provided to all employees who were to take part in the office automation programs in their respective sections. As a result of this training, two handicapped employees have acquired useful additional occupational skills which should work to their advantage in terms of eventual career advancement. Immediate results of this training are evident in that both employees are currently utilizing their newly-obtained computer skills in their daily work. In order to ensure the delivery of course content to these employees, arrangements were made for interpreters from Secretary of State to be present to provide assistance.

Another handicapped employee has also been identified for computer training, and the necessary arrangements are presently being looked into.

- Meetings were held with the Public Service Commission's Co-ordinator for the Pilot Project for the Employment of Psychiatrically Disabled Persons. As a result of public pressure, the Public Service Commission established this project to look at issues and concerns pertaining to the special needs of psychiatrically disabled persons in the work-force. This project was set up a year ago to offer employment services for this particular group for whom no specialized provisions existed under the Equal Opportunities Program. An information session was arranged for early April, 1984 to advise Personnel officers of the existence of this project and to explain its functioning.
- In keeping with the Department's commitment to the Homebound Handicapped Program, four contracts having a total value of \$1400 were arranged during the past year for homebound handicapped individuals. Work done under these contracts included preparing and distributing publicity material for the Office Communications Systems and Services (OCS) Program as well as information and correspondence for other mailing lists. The Homebound Handicapped Program offers alternative employment opportunities to qualified persons who are permanently or temporarily disabled and are unable to work outside their homes. The intention is to provide employment on a cost-effective and efficient basis which will prove profitable to all concerned. The program can be utilized to assist regular staff with certain routine aspects of their jobs and with short-term projects requiring intensive work.
- There was active participation in the Work Assessment Program whereby non-salaried jobs are identified to give disabled persons learning experiences in work environments for periods ranging from two to six

weeks. A total of six work assessments were completed, one of which resulted in an appointment on a term basis. Two of the work assessments involved the placement of handicapped students in positions requiring the utilization of computers. The growing demand for workers skilled in the use of computers and the capabilities shown by the students in carrying out such tasks hold promise of future increased opportunities for handicapped workers in the high technology work environment.

Liaison was maintained with contact persons in such organizations as Algonquin College, Workers' Compensation Board and the Ministry of Community and Social Services, all of which provide candidates for work assessments. Discussions were also held with managers who indicated interest in providing job stations for suitable candidates.

- The Departmental Committee on the Employment of Disabled Persons met in February for an awareness session on Affirmative Action and a discussion of the future role of the Committee. The Committee is composed of one representative from each sector of the Department, a Staffing representative and the Co-ordinator of the Equal Opportunities Programs. The Committee plans to meet on a quarterly basis in the coming year.

Recruitment

- Three self-identified handicapped persons were recruited and one other person asked to be identified during the past year, bringing their total number to fifteen (from last year's count of eleven). In terms of employment status, nine persons are indeterminate employees and six are terminate.
- Personnel administrators provided monthly statistics on action initiated with respect to the under-represented groups and vacant positions. These statistics provided information as to whether the inventories were consulted and the reasons for considering (or not considering) candidates from the target groups. This activity was intended to enable the Department to foresee any systemic barriers or problem areas.
- Curriculum vitae received directly by the Equal Opportunities Office continued to be forwarded to Staffing for acknowledgement and action where possible.

Atlantic Region

One handicapped person employed in the Saint John District Office was promoted from EL-01 to EL-02 in December, 1983. Efforts are currently underway to secure a parking space for him adjacent to the building in which he works.

No positions were identified which could be performed by persons with limited learning potential.

Quebec Region

Although no specific objectives were set for the representation and participation of persons with physical or mental handicaps, one physically handicapped person was appointed to a CR-3 term position. This employee left the Department after five months, having accepted a promotion with the provincial government.

Ontario Region

One female handicapped person was hired for a term clerical position.

Continuing contact with the PSC Co-ordinator for the Handicapped has not yet resulted in a referral for the EL group.

Central Region

One handicapped person was hired for a CS-1 term position.

Technical aids in the form of two Speech Terminals (FS St-3) were purchased at a cost of \$7,000.

With respect to other actions which contribute to progress in policy implementation, the Personnel staff attended a seminar on Affirmative Action at the Public Service Commission.

The Central Region has set as an objective for the coming year the conversion of one CS-1 term position to indeterminate status.

Pacific Region

One self-identified handicapped person was hired during the period of January 1, 1983 to March 31, 1984.

Meetings were held with the PSC Co-ordinator of Employment Services for Handicapped Persons and with representatives from POLARIS (a placement service agency for the mentally handicapped) in order to investigate methods of ensuring that disabled persons were given the opportunity to compete for positions in the Public Service.

Since September, 1981, the Regional Headquarters reception area has been equipped with a "Visual Ear". (This equipment enables persons with hearing difficulties to communicate by telephone).

ACTION PLANS 1984-85

1. Provide awareness sessions in the National Capital Region and contact PSC regional representatives for assistance in conducting similar sessions across Canada in liaison with the Regional Personnel Advisors.
2. Encourage Personnel recruitment officers to invite disabled persons to participate as board members at interviews:
 - a) contact self-identified handicapped employees;
 - b) provide Personnel recruitment officers with a list of interested qualified employees.
3. Provide managers with information on the Homebound Handicapped Program.
4. Participate actively in the Work Assessment Program in which jobs are identified to enable disabled persons to acquire practical learning experiences in work environments.
5. Meet regularly with Personnel specialists to discuss program interface and activities.
6. Provide managers with information on the new Access Program for Handicapped People: Training-on-the-Job.

IV PROGRAM FOR THE
REPRESENTATION AND PARTICIPATION
OF INDIGENOUS PEOPLE

PROGRESS REPORT

- Managers in every sector of the Department were encouraged to consider indigenous people in all staffing actions. During the Personnel Management Planning process, managers were presented with departmental concerns and were requested to propose action plans to resolve them. The response to this approach was positive and comments were received outlining greater commitments by various sectors of the Department to look into all positions to be filled.

No measurable results in terms of increased employment of indigenous people have yet materialized from these efforts.

- Personnel officers continued to provide staffing statistics on actions taken with respect to the target groups (indigenous persons as well as women and handicapped people). These reports indicate whether inventories for these groups were consulted and the reasons for considering (or not considering) candidates listed there. The intention was to enable the Department to foresee any systematic barriers or problem areas, although none were found. This process also serves to keep staff aware on a continuous basis of the importance of and need for these activities on behalf of the under-represented groups in recruitment.
- A new National Indigenous Development Program to recruit, select and offer developmental opportunities to qualified indigenous people was announced. The objective is to enable native Canadians to develop the skills and qualities needed to compete successfully for middle and senior management positions. This program also provides a resource from which departments can recruit when filling positions. Host departments are required to allocate one-half of the person-year and one-half of the salary for each participant.
- A developmental position was created in an area where experience with indigenous people and knowledge of their culture was considered desirable. Unfortunately, the only qualified applicant did not accept the position. Efforts will continue to be made in this direction in the coming year. It is hoped that activities aimed at publicizing and promoting the new National Indigenous Development Program will produce more visible results.
- Regional offices were encouraged to visit universities and colleges where indigenous people are enrolled to promote the Department. Two regional offices reported that they had attended "Career Fairs" at several educational institutions to inform students about and to interest them in the kinds of work being done in the Department. Although not aimed only at the recruitment of indigenous people, it is hoped that such efforts served to stimulate the interest of native students and to encourage them to seek employment in the Department after graduation.

Atlantic Region

No new measures were undertaken to increase the participation of native Canadians. One indigenous person remains employed in the Charlottetown office. No additional positions requiring knowledge of the native culture were identified during the past year.

Quebec Region

The region did not have any specific targets concerning the representation and the participation of indigenous people. Nevertheless, the PSC Co-ordinator for the Indigenous Program was contacted in regard to filling eight EL positions in the region. Unfortunately, none of the indigenous candidates listed in the inventory met the basic requirements. As a result, no indigenous person was hired during the period between January 1, 1983 and March 31, 1984.

Nevertheless, the number of indigenous persons on contract during this period was encouraging. Twenty-eight native persons were hired under the Programme RELAIS 1983, twenty-two for the "Radio communautaire autochtone" for a duration of six hundred and sixteen work/weeks, and six for the "Tepatshimuwin '83" project for a duration of two hundred and forty-six work/weeks.

Ontario Region

A total of thirty-three native students were employed in summer projects in this region.

Although work was undertaken with the PSC in order to have indigenous people referred for vacancies, no qualified candidates were found to be available.

Central Region

One indigenous person was taken on strength (term) during the 1983-84 period.

One native content position was filled at the PM-2 level by a Communications Development Officer - Native Projects.

There are now two self-identified indigenous employees in this region, one of whom holds indeterminate status.

Employment was provided for a total of fifty-nine indigenous people on contract with the Summer Youth Employment Program.

With respect to other types of actions taken towards increasing the native participation, the Public Service Unit, CEIC, is being requested by the Department to refer indigenous candidates to fill Administrative Support positions.

There has also been contact with the PSC in regard to the eventual hiring of one indigenous person into either the Administrative and Foreign Service or the Administrative Support category. A special program has been instituted by the PSC in Winnipeg to provide employment opportunities particularly for natives residing in the core area of the city to relieve the high unemployment there.

Objectives related to participation in the National Indigenous Development Program include a current exploration of the possibility of identifying a training and developmental position to meet this need.

Pacific Region

The Region participated in "Career Fairs" in Kamloops and Dawson Creek. The major purpose was to inform indigenous high school students of career opportunities in the federal public service.

In conjunction with the Public Service Commission, a competition was conducted to identify a trainee under the Northern Careers Program for eventual recruitment as a Radio Inspector in the Whitehorse District Office. Only one person responded to the newspaper advertisements. Unfortunately, he was unable to gain admittance to the British Columbia Institute of Technology at this time on academic grounds.

There were fifteen indigenous people on contract with the Summer Youth Employment Program under Summer, Canada (1983).

No self-identified indigenous people were taken on strength during the period from January 1, 1983 to March 31, 1984. None were on strength at the end of the fiscal year.

ACTION PLANS: 1984-85

1. Promote the National Indigenous Development Program by distributing pertinent information to managers and encouraging them to identify suitable positions.
2. Undertake liaison with the PSC in order to provide the Department with lists of available candidates.
3. Encourage Regional Offices to visit educational institutions where indigenous people are enrolled to advise them of the kinds of employment opportunities available and to promote the Department in general.