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1980~1981 PROGRAM
 EQUAL OPPORTUNITIES
 FOR WOMEN

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1980~1981 PROGRAM EQUAL OPPORTUNITIES FOR WOMEN

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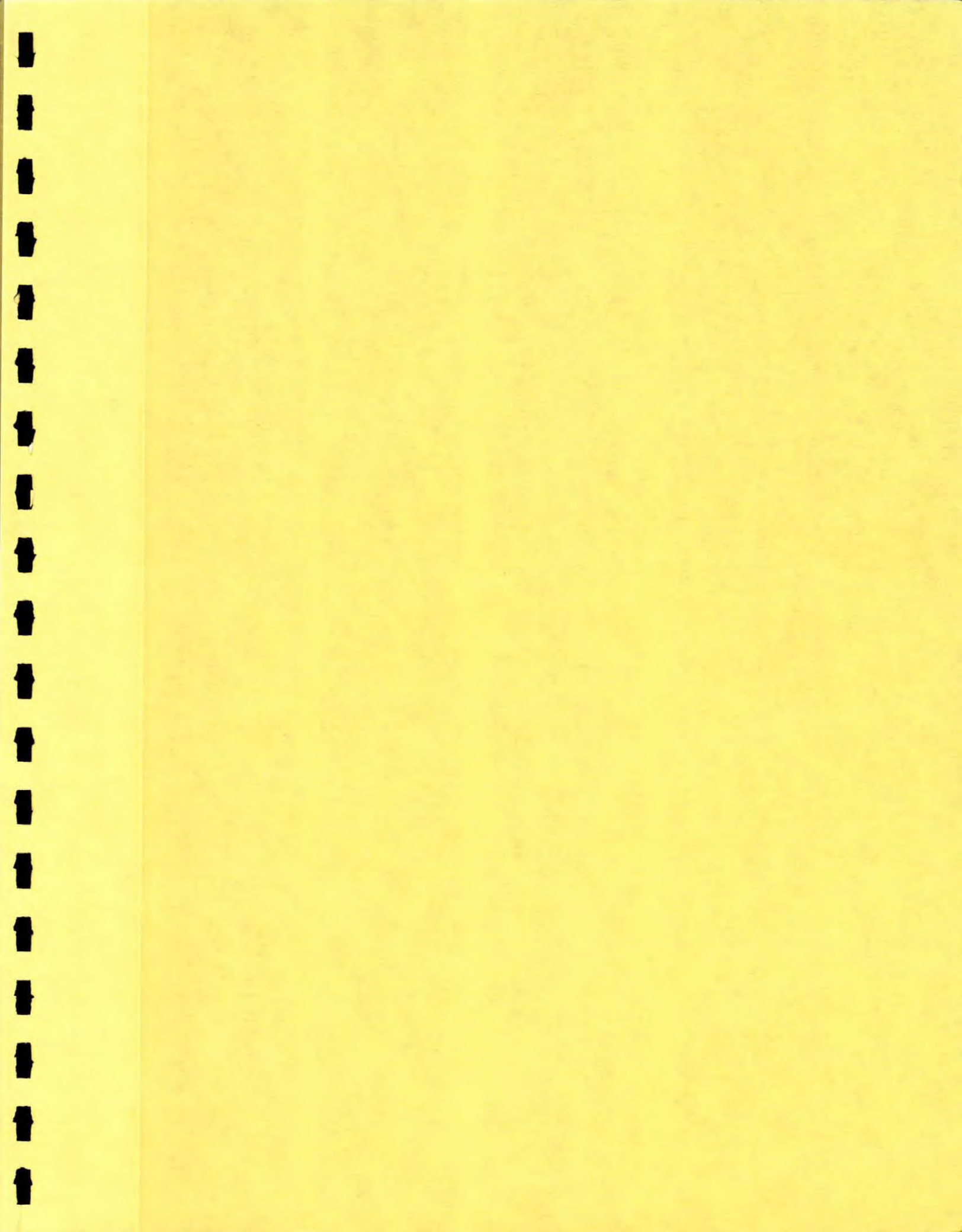
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Part 1

PROGRESS REPORT 1979/80

SUMMARY

TRAINING AND DEVELOPMENT

Employees are aware of the fact that training and development courses are available. This year, 28 female employees and 24 male employees have requested training and development. The ministry has been able to grant training and development to 18 female employees and 15 male employees. The courses taken will prove beneficial as they were related either to skill improvement (short-hand) or to career advancement.

PROMOTIONS

A total of 10 employees (6 women and 4 men) have been promoted this year. The promotions of female employees are:

Two employees from the SI-02 to the SI-03 level.)	
One employee from the AS-03 to the AS-04 level.)	
One employee from the AT group to the AS-03 level.)	Reclassification due to increased responsibilities. Formal training was provided in these cases.
One employee from the CR group to the PE-01 level.)	
One employee from the SCY-02 to the SCY-03 level.)	

DEVELOPMENTAL POSITIONS

We have been able to offer career advancement to two of our female employees who were promoted from the administrative support to the officer level. The Ministry considers this achievement to be of the utmost importance and will try to maintain this activity in the future.

COUNSELLING

The two officers in charge of counselling, (one female employee and one male employee - staffing officers) because of their availability and their commitment to the program, have gained the confidence of all employees of the Ministry, thus contributing to its success. 60% of all women have sought counselling during the fiscal year 1979/80 and the Ministry anticipates greater participation for the fiscal year 1980/81.

MANAGEMENT AWARENESS

The Ministry, through bulletins and memoranda, has promoted management awareness. All managers and employees are familiar with the Equal Opportunity for Women program as is demonstrated by the percentage of employees taking advantage of our counselling sessions and we are assured of their continued commitment.

SELECTION BOARDS

We are assured of the participation of female employees at Selection Boards. Our staffing officers (one male employee and one female employee) are aware of the Ministry's decision to always have a female employee as Member of the Selection Board. One woman was present at every Selection Board held this year.

CLASSIFICATION

The Classification Section has looked at all job descriptions of secretaries in the Ministry. Following this review, three positions were upgraded from SCY-02 to SCY-03. Only one employee was promoted as the other positions were vacant. These two positions were subsequently staffed at the higher level.

FIVE-YEAR PLAN

The Ministry has continued with the implementation of all activities mentioned in the five-year plan. Progress to date is satisfactory.

MONITORING

The E.O.W. program was monitored by the Chief of Personnel and the Director of Corporate Services. Throughout the year, meetings have been held to discuss activities and evaluate progress.

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

Rationale/Explication

Objective/Objets

- To have 40% of our female employees in the senior executive, scientific and professional, administrative and foreign services and technical categories undertake formal training and development.
- To have 60% of our female employees in the administrative support category undertake formal training and development.
- To have one female employee at the senior level follow a Special Development Program (CAP, SMDP, etc.)

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- To continue to ensure that follow-up action is taken regarding the recommendations made in employee appraisal reports in the areas of training and development.
- To explore training possibilities for employees working in the areas where no training and development have been recommended.
- To organize information sessions on training and development opportunities for the support staff.
- To identify potential female candidates for Special Development Programs and to make representation to the Executive Committee.

Evaluation Criteria/Critères d'évaluation

- As per the appraisal reports and individual contacts, what is the proportion of men and women who have shown interest in training and development?
- How many requests have we been able to answer?
- What is the proportion of men and women in the senior executive, scientific and professional, administrative and foreign services and technical categories who have undergone training and development?
- What is the proportion of men and women in the administrative support category who have undergone training and development?
- What is the proportion of men and women at the intermediate and senior levels who have been identified for Special Development Programs. How many women were accepted?

Evaluation/Evaluation

- As per the appraisal reports and individual counselling, 52 employees have shown interest in training and development. Here is a breakdown of interested employees per category:

SX	AS	SI	CR-ST
1 male	9 female	20 male	1 female
		18 female	3 male

- 74% of employees' requests have been satisfied. Here are the details:

SX	AS	SI	CR-ST
100% M.	100% F.	70% M.	0%
		47% F.	66% M.

- One male employee was identified for a Special Development Program. His request was subsequently turned down.



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM
PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI POUR LA FEMME

1979/80

Rationale/Explication

Objective/Objectif

- To improve career development opportunities for employees in ES, AS, and SX groups.
- To increase the female participation in selection processes (as candidates or Board members).

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- To identify female employees who have the potential to fill positions at a higher level.
- To encourage flexibility in defining the selection criteria for competitions in order to eliminate any artificial barriers.
- To consider the possibility of inviting a woman to act as a Selection Board member, for all competitions held in the Ministry.

Evaluation Criteria/Critères d'évaluation

- How many competitions were held at the Ministry? Following these competitions, proportion of men and women who were promoted?
- What were the group and level of the positions filled by women?
- What was the proportion of men and women identified in Data Stream searches?
- What was the percentage of competitions for which a woman acted as an official Selection Board member?

Evaluation/Évaluation

- Of the three positions that were staffed in the ES, AS and SX groups, only the SX position can be analysed. The AS-07 and AS-06 positions were staffed with two men who were entitled to a statutory priority. One man was appointed to the SX position.
- Not applicable.
- Of the candidates identified in the Data Stream search, 98% were men and 2% were women. This can be explained by the fact that the Ministry was looking for someone with an engineering background.
- For the competition in question, one woman (33.3%) and two men (66.6%) acted as official Selection Board members.



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

1979/80

Rationale/Explication

Objective/Objectif

- To explore the possibility of creating developmental positions in the Administrative and Foreign Services Category.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- Identify areas where developmental positions could be established.
- Identify a training program applicable to each of these positions.
- Identify interested female employees of the Ministry who have the potential to be appointed to such positions and provide them with suitable training.
- When a vacancy occurs in an identified area, establish the developmental position and consider the employee who have been designated.

Evaluation Criteria/Critères d'évaluation

- What were the areas identified?
- How many female potential employees were identified? How many of these have undertaken training?
- How many developmental positions were created?
- How many of these positions were filled by women?

Evaluation/Évaluation

- We have examined all areas within the Ministry where the creation of developmental positions would be feasible. The Administrative and Foreign Service category was found to be suitable for this purpose. The services areas within Corporate Services Branch, more specifically Finance and Personnel, have been identified.
- Two female employees have been identified. Both were at the CR-05 level and have terminated formal training courses.
- The Ministry has created one developmental position in Personnel and one woman was promoted from the CR-05 level to the PE-01 level, and suitable training was provided to her. As far as the other woman was concerned, she has won a competition at the FI-01 level in another Ministry.



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPI (O) POUR LA FEMME

1979/80

Rationale/Explication

Objective/Objectif

- To have 30% of competitions to staff positions in the administrative support category processed by way of manual inventory.
- To have 80% of the employees in the administrative support category meet with the officer responsible for the counselling program.
- To ensure the validity of support staff job data and of position classification levels by reviewing 50% of all job descriptions.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- To contact individually all employees not included in the inventory.
- To maintain the current participation rate in the area of counselling through verbal or written contacts with the employees.
- To maintain liaison with officers responsible for the classification review of all secretarial positions.
- To promote the use of the manual inventory for recruitment at the junior level of the administrative and foreign services category and at the level of the administrative support category.
- To encourage the use of the inventory by identifying the employees who have potential and by encouraging them to take developmental courses.

Evaluation Criteria/Critères d'évaluation

- How many competitions were done by way of manual inventory?
- How many women were appointed as a result of this process?
- Proportion of men and women in the administrative support category who sought counselling.
- As a result, how many women have taken training courses?
- How many positions were reviewed by the Classification Section?
- How many women were promoted as a result of the classification review?

Evaluation/Evaluation

- There was only one instance where the use of the manual inventory was appropriate.
- In this case, one woman was appointed at the CR-05 level (acting appointment for a period of three months). This assignment has proven beneficial as it provided the employee with the opportunity of acquiring experience in the field of budget and allotment control.
- 33% of men and 66% of women in the administrative support category have sought counselling.
- 32% of women in the administrative support category have taken training courses.
- The Classification Section has now completed its review of all secretarial positions in the Ministry (22 positions were reviewed).

- As a result of this review, three secretarial positions were upgraded. Only one position was encumbered at the time and the female incumbent was promoted to the full level of the position. The two other positions have been staffed at the upgraded level (SCY-03).



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

Rationale/Explication

Objective/Objectif

- To increase the dissemination of information to employees and managers regarding the Equal Opportunities for Women Program.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

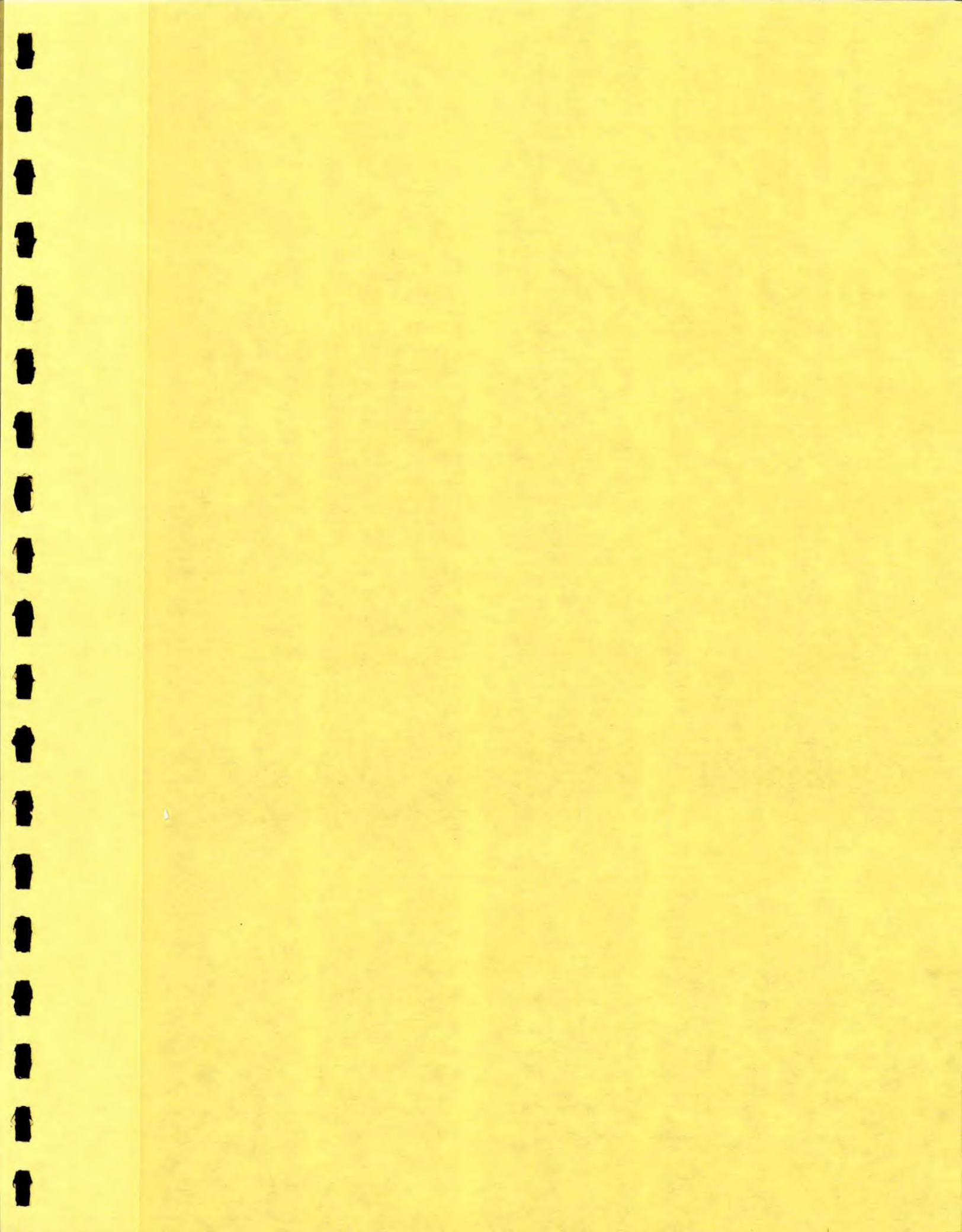
- To conduct three information sessions throughout the year.
- To invite a PSC Representative to explain the Program.
- To present films on career orientation for women.
- To include documentation on the EOW Program in the Ministry's Orientation Program.
- To distribute documentation to women on all matters related to training, promotion opportunities and the merit principle.

Evaluation Criteria/Critères d'évaluation

- How many sessions have been conducted?
- What was the rate of participation in these sessions?
- To assess the interest shown in the above-mentioned activities and to evaluate the results.

Evaluation/Évaluation

- Because of the fact that many employees in the administrative support category have made good use of our counselling program, the Ministry decided not to hold general information sessions to increase the dissemination of information to employees and managers regarding the Equal Opportunity for Women Program but rather to concentrate on personal interviews. The two staffing officers in the Ministry, one male - one female, have provided counselling on career or other matters to 33% of all male employees and 60% of all female employees. During the year, all female employees have been kept informed of the activities related to the program. Documentation on subjects such as day care, etc. was also circulated to all women. We are confident that, within the Ministry, all employees are adequately informed of the program.



Part 2

OUTLINE OF MINISTRY'S DATA

The present situation review, as of December 31, 1979, outlines the representation of female employees. Our source of information is the Ministry's Establishment List of December 1979.

DECREASES IN FIGURES

Our representation in the SX group has decreased by 4.7%. One of the two female employees in that category has been transferred to the Federal Provincial Relations Office where she is assuming accrued responsibilities.

There was also a decrease in the IS group where one of the four employees has been transferred to the Secretary of State. This move has also been beneficial for that employee's career.

The decrease in the SI group is due to the fact that one of the five employees has left the Public Service. That employee's position has subsequently been abolished.

INCREASES IN FIGURES

The Ministry has been able to promote one AT to the AS group. A new position has been created for that employee, raising the percentage to 23.9%.

As far as the LS group is concerned, we have hired one female employee for a total of two female employees in that group. The percentage has remained at 100%.

We were able to maintain the same level of female representation in the other groups.

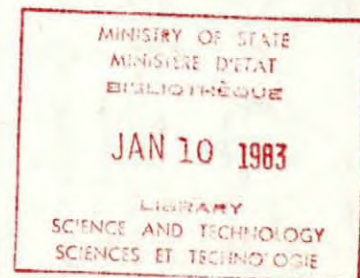


TABLE 1 - TABLEAU 1

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY,
OCCUPATIONAL GROUP AND SUB-GROUP(Full-Time, Indeterminate Employees on Strength or
Temporarily Struck-Off Strength)RÉPARTITION DES HOMMES ET DES FEMMES PAR CATÉGORIE,
GROUPE ET SOUS-GROUPE D'OCCUPATIONS(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée et
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		As Of/Au		Date: 31/12/79		Page 1 of 5 de 5	
Category and Group or Sub-Group Catégorie et groupe ou sous-groupe	No. of Men Nbre d'hommes (A)	No. of Women Nbre de femmes (B)	Total (C)	% of Men in Category and Group or Sub-Group % des hommes dans la catégorie et le groupe ou le sous-groupe $\frac{(A)}{(C)} \times 100$	% of Women in Category and Group or Sub-Group % des femmes dans la catégorie et le groupe ou le sous-groupe $\frac{(B)}{(C)} \times 100$	% of Total Men in Department % de tous les hommes au ministère $\frac{(A)}{(D)} \times 100$	% of Total Women in Department % de toutes les femmes au ministère $\frac{(B)}{(E)} \times 100$
SENIOR EXECUTIVE LA HAUTE DIRECTION SX	18	1	19	94.7%	5.3%	23.7%	1.5%
SCIENTIFIC AND PROFESSIONAL SCIENTIFIQUE ET PROFESSIONNELLE GROUPS/GROUPES ES	8	2	10	80.0%	20.0%	10.5%	2.8%
LS	0	2	2	0.0%	100.0%	0.0%	2.8%
PC	1	0	1	100.0%	0.0%	1.3%	0.0%
EN	1	0	1	100.0%	0.0%	1.3%	0.0%
CATEGORY TOTAL TOTAL DE LA CATÉGORIE	10	4	14	71.4%	28.6%	13.1%	5.8%

TABLE 1 – TABLEAU 1

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY,
OCCUPATIONAL GROUP AND SUB-GROUP

RÉPARTITION DES HOMMES ET DES FEMMES PAR CATÉGORIE,
GROUPE ET SOUS-GROUPE D'OCCUPATIONS

(Full-Time, Indeterminate Employees on Strength or
Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée et
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

As Of/Au
Date: 31/12/79
Page 2 of 5

Category and Group or Sub-Group Catégorie et groupe ou sous-groupe	No. of Men Nbre d'hommes (A)	No. of Women Nbre de femmes (B)	Total (C)	% of Men in Category and Group or Sub-Group % des hommes dans la catégorie et le groupe ou le sous-groupe $\frac{(A)}{(C)} \times 100$ (D)	% of Women in Category and Group or Sub-Group % des femmes dans la catégorie et le groupe ou le sous-groupe $\frac{(B)}{(C)} \times 100$ (E)	% of Total Men in Department % de tous les hommes au ministère $\frac{(A)}{(D)} \times 100$	% of Total Women in Department % de toutes les femmes au ministère $\frac{(B)}{(E)} \times 100$ (F)
ADMINISTRATIVE AND FOREIGN SERVICE ADMINISTRATIVE ET DU SERVICE EXTÉRIEUR GROUPS/GROUPES							
AS	35	11	46	76.1%	23.9%	46.0%	16.0%
PE	3	2	5	60.0%	40.0%	3.9%	2.8%
FI	2	1	3	66.6%	33.3%	2.7%	1.5%
IS	1	3	4	25.0%	75.0%	1.3%	4.3%
CS	1	0	1	100.0%	0.0%	1.3%	0.0%
PG	1	0	1	100.0%	0.0%	0.0%	1.5%
CATEGORY TOTAL TOTAL DE LA CATÉGORIE	42	18	60	70.0%	30.0%	55.3%	26.0%

TABLE 1 - TABLEAU 1

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY,
OCCUPATIONAL GROUP AND SUB-GROUP

(Full-Time, Indeterminate Employees on Strength or
Temporarily Struck-Off Strength)

RÉPARTITION DES HOMMES ET DES FEMMES PAR CATÉGORIE,
GROUPE ET SOUS-GROUPE D'OCCUPATIONS

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée et
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

As Of/Au		Page 3 of 5	
Date: 31/12/79			
% of Total Men in Department % de tous les hommes au ministère $\frac{(A) \times 100}{(D)}$		% of Total Women in Department % de toutes les femmes au ministère $\frac{(B) \times 100}{(E)}$	

Category and Group or Sub-Group Catégorie et groupe ou sous-groupe	No. of Men Nbre d'hommes (A)	No. of Women Nbre de femmes (B)	Total (C)	% of Men in Category and Group or Sub-Group % des hommes dans la catégorie et le groupe ou le sous-groupe $\frac{(A) \times 100}{(C)}$	% of Women in Category and Group or Sub-Group % des femmes dans la catégorie et le groupe ou le sous-groupe $\frac{(B) \times 100}{(C)}$	% of Total Men in Department % de tous les hommes au ministère $\frac{(A) \times 100}{(D)}$	% of Total Women in Department % de toutes les femmes au ministère $\frac{(B) \times 100}{(E)}$
TECHNICAL TECHNIQUE GROUPS/GROUPES SI	0	4	4	0.0%	100.0%	0.0%	5.8%
CATEGORY TOTAL TOTAL DE LA CATÉGORIE	0	4	4	0.0%	100.0%	0.0%	5.8%

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TABLE 1 – TABLEAU 1

DISTRIBUTION OF MEN AND WOMEN BY CATEGORY, OCCUPATIONAL GROUP AND SUB-GROUP

RÉPARTITION DES HOMMES ET DES FEMMES PAR CATÉGORIE, GROUPE ET SOUS-GROUPE D'OCCUPATIONS

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée et porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

As Of/Au		Date: 31/12/79		Page 4 of 5			
Category and Group or Sub-Group Catégorie et groupe ou sous-groupe	No. of Men Nbre d'hommes (A)	No. of Women Nbre de femmes (B)	Total (C)	% of Men in Category and Group or Sub-Group % des hommes dans la catégorie et le groupe ou le sous-groupe $\frac{(A)}{(C)} \times 100$	% of Women in Category and Group or Sub-Group % des femmes dans la catégorie et le groupe ou le sous-groupe $\frac{(B)}{(C)} \times 100$	% of Total Men in Department % de tous les hommes au ministère $\frac{(A)}{(D)} \times 100$	% of Total Women in Department % de toutes les femmes au ministère $\frac{(B)}{(E)} \times 100$
ADMINISTRATIVE SUPPORT SOUTIEN ADMINISTRATIF GROUPS/GROUPES							
CR	4	20	24	16.7%	83.3%	5.3%	29.0%
ST-SCY	0	20	20	0.0%	100.0%	0.0%	29.0%
ST-OCE	0	1	1	0.0%	100.0%	0.0%	1.5%
ST-TYP	0	1	1	0.0%	100.0%	0.0%	1.5%
CATEGORY TOTAL TOTAL DE LA CATÉGORIE	4	42	46	8.7%	91.3%	5.3%	60.9%

TABLE 1 – TABLEAU 1

**DISTRIBUTION OF MEN AND WOMEN BY CATEGORY,
OCCUPATIONAL GROUP AND SUB-GROUP**

**RÉPARTITION DES HOMMES ET DES FEMMES PAR CATÉGORIE,
GROUPE ET SOUS-GROUPE D'OCCUPATIONS**

(Full-Time, Indeterminate Employees on Strength or
Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée et
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

As Of/Au
Date: 31/12/79
Page 5 of 5

Category and Group or Sub-Group Catégorie et groupe ou sous-groupe	No. of Men Nbre d'hommes (A)	No. of Women Nbre de femmes (B)	Total (C)	% of Men in Category and Group or Sub-Group % des hommes dans la catégorie et le groupe ou le sous-groupe $\frac{(A)}{(C)} \times 100$	% of Women in Category and Group or Sub-Group % des femmes dans la catégorie et le groupe ou le sous-groupe $\frac{(B)}{(C)} \times 100$	% of Total Men in Department % de tous les hommes au ministère $\frac{(A)}{(D)} \times 100$	% of Total Women in Department % de toutes les femmes au ministère $\frac{(B)}{(E)} \times 100$
OPERATIONAL DE L'EXPLOITATION GROUPS/GROUPES							
GS-STG	1	0	1	100.0%	0.0%	1.3%	0.0%
GS-MES	1	0	1	100.0%	0.0%	1.3%	0.0%
CATEGORY TOTAL TOTAL DE LA CATÉGORIE	2	0	2	100.0%	0.0%	2.6%	0.0%
TOTAL – ALL CATEGORIES & GROUPS OR SUB-GROUPS TOTAL – CATÉGORIES ET GROUPES OU SOUS-GROUPES	76 (D)	69 (E)	145	52.4%	47.6%	100.0	100.0

Source

MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie

**Administrative Trainee/Stagiaire en administration

Group or Sub-Group/Groupe ou sous-groupe

SX

As Of/Au

Date: 31/12/79

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01	9	1	10	90.0%	10.0%	50.0%	100.0%
02	7	0	7	100.0%	0.0%	38.9%	0.0%
03	2	0	2	100.0%	0.0%	11.1%	0.0%
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE (Y)	18	1	19	94.7%	5.3%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarity
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée,
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
								ES	Date: 31/12/79
00. (DEVELOPMENTAL) (PERFECTIONNE- MENT)									
01									
02									
03									
04	0	1	1	0.0%	100.0%	0.0%	50.0%		
05	2	0	2	100.0%	0.0%	25.0%	0.0%		
06	4	1	5	80.0%	20.0%	50.0%	50.0%		
07	1	0	1	100.0%	0.0%	12.5%	0.0%		
08	1	0	1	100.0%	0.0%	12.5%	0.0%		
20. (T.I.R.L.)* (N.R.D.I.T.)*									
21 (AT IN GROUP)** (AT DANS LE GROUPE)**									
(UNKNOWN) (INCONNU)									
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	8 (Y)	2 (Z)	10	80.0%	20.0%	100.0	100.0		

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée ou porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie

** Administrative Trainee/Stagiaire en administration

Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
LS	Date: 31/12/79

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02	0	1	1	0.0%	100.0%	0.0%	50.0%
03	0	1	1	0.0%	100.0%	0.0%	50.0%
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	2 (Z)	2	0.0%	100.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporary
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

				Group or Sub-Group/Groupe ou sous-groupe			As Of/Au
				PC			Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes	No. of Women Nbre de femmes	Total	% of Men In Level % des hommes au niveau	% of Women in Level % des femmes au niveau	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe
	(V)	(W)	(X)	$\frac{(V)}{(X)} \times 100$	$\frac{(W)}{(X)} \times 100$	$\frac{(V)}{(Y)} \times 100$	$\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02							
03							
04	1	0	1	100.0%	0.0%	100.0%	0.0%
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GRUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	1 (Y)	0 (Z)	1	100.0%	0.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL(Full-Time, Indeterminate Employees on Strength or Temporarity
Struck-Off Strength)RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

				Group or Sub-Group/Groupe ou sous-groupe			As Of/Au
				EN			Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes	No. of Women Nbre de femmes	Total	% of Men in Level % des hommes au niveau	% of Women in Level % des femmes au niveau	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe
	(V)	(W)	(X)	$\frac{(V)}{(X)} \times 100$	$\frac{(W)}{(X)} \times 100$	$\frac{(V)}{(Y)} \times 100$	$\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02							
03							
04							
05	1	0	1	100.0%	0.0%	100.0%	0.0%
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP	1	0	1	100.0%	0.0%	100.0	100.0
TOTAL DU GROUPE OU SOUS-GROUPE	(Y)	(Z)					

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men In Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01	1	1	2	50.0%	50.0%	2.9%	9.1%
02	2	1	3	66.6%	33.3%	5.7%	9.1%
03	0	1	1	0.0%	100.0%	0.0%	9.1%
04	3	3	6	50.0%	50.0%	8.6%	27.2%
05	4	3	7	57.0%	43.0%	11.4%	27.2%
06	4	0	4	100.0%	0.0%	11.4%	0.0%
07	20	2	22	91.0%	9.0%	57.1%	18.2%
08	1	0	1	100.0%	0.0%	2.9%	0.0%
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	35 (Y)	11 (Z)	46	76.1%	23.9%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarity
Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

								Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
								PE	Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$		
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)									
01	0	1	1	0.0%	100.0%	0.0%	50.0%		
02	0	1	1	0.0%	100.0%	0.0%	50.0%		
03	1	0	1	100.0%	0.0%	33.3%	0.0%		
04	1	0	1	100.0%	0.0%	33.3%	0.0%		
05	1	0	1	100.0%	0.0%	33.3%	0.0%		
06									
07									
08									
20 (T.I.R.L.)* (N.R.D.I.T.)*									
21 (AT IN GROUP)** (AT DANS LE GROUPE)**									
(UNKNOWN) (INCONNU)									
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	3 (Y)	2 (Z)	5	60.0%	40.0%	100.0	100.0		

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

								Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
								FI	Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$		
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)									
01									
02									
03	1	1	2	50.0%	50.0%	50.0%	100.0%		
04									
05	1	0	1	100.0%	0.0%	50.0%	0.0%		
06									
07									
08									
20 (T.I.R.L.)* (N.R.D.I.T.)*									
21 (AT IN GROUP)** (AT DANS LE GROUPE)**									
(UNKNOWN) (INCONNU)									
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	2 (Y)	1 (Z)	3	66.6%	33.3%	100.0	100.0		

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie
** Administrative Trainee/Stagiaire en administration

		Group or Sub-Group/Groupe ou sous-groupe					As Of/Au	
		IS					Date: 31/12/79	
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)								
01								
02								
03	1	2	3	33.3%	66.6%	100.0%	66.6%	
04								
05	0	1	1	0.0%	100.0%	0.0%	33.3%	
06								
07								
08								
20 (T.I.R.L.)* (N.R.D.I.T.)*								
21 (AT IN GROUP)** (AT DANS LE GROUPE)**								
(UNKNOWN) (INCONNU)								
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	1 (Y)	3 (Z)	4	25.0%	75.0%	100.0	100.0	

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie

** Administrative Trainee/Stagiaire en administration

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02	1	0	1	100.0%	0.0%	100.0%	0.0%
03							
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	1 (Y)	0 (Z)	1	100.0%	0.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarity
Struck-Off Strength)

(Employé(e)s à plein temps, normé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie
** Administrative Trainee/Stagiaire en administration

Group or Sub-Group/Groupe ou sous-groupe PG	As Of/Au Date: 31/12/79
--	----------------------------

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)	0	1	1	0.0%	100.0%	0.0%	100.0%
01							
02							
03							
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	1 (Z)	1	0.0%	100.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		Group or Sub-Group/Groupe ou sous-groupe						As Of/Au
		SI						Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men In Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)								
01	0	1	1	0.0%	100.0%	0.0%	25.0%	
02	0	1	1	0.0%	100.0%	0.0%	25.0%	
03	0	2	2	0.0%	100.0%	0.0%	50.0%	
04								
05								
06								
07								
08								
20 (T.I.R.L.)* (N.R.D.I.T.)*								
21 (AT IN GROUP)** (AT DANS LE GROUPE)**								
(UNKNOWN) (INCONNU)								
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	4 (Z)	4	0.0%	100.0%	100.0	100.0	

Source: MOSST'S Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée ou porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		Group or Sub-Group/Groupe ou sous-groupe						As Of/Au
		CR						Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)								
01								
02								
03	2	7	9	22.2%	77.8%	50.0%	35.0%	
04	1	5	6	16.6%	83.3%	25.0%	25.0%	
05	1	8	9	11.1%	88.9%	25.0%	40.0%	
06								
07								
08								
20 (T.I.R.L.)* (N.R.D.I.T.)*								
21 (AT IN GROUP)** (AT DANS LE GROUPE)**								
(UNKNOWN) (INCONNU)								
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	4 (Y)	20 (Z)	24	16.7%	83.3%	100.0	100.0	

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporary
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		Group or Sub-Group/Groupe ou sous-groupe ST-SCY						As Of/Au Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(V)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)								
01								
02	0	10	10	0.0%	100.0%	0.0%	50.0%	
03	0	8	8	0.0%	100.0%	0.0%	40.0%	
04	0	2	2	0.0%	100.0%	0.0%	10.0%	
05								
06								
07								
08								
20 (T.I.R.L.)* (N.R.D.I.T.)*								
21 (AT IN GROUP)** (AT DANS LE GROUPE)**								
(UNKNOWN) (INCONNU)								
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	20 (Z)	20	0.0%	100.0%	100.0	100.0	

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée ou porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie

** Administrative Trainee/Stagiaire en administration

Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
ST-OCE	Date: 31/12/79

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02							
03	0	1	1	0.0%	100.0%	0.0%	100.0%
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	1 (Z)	1	0.0%	100.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée ou porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		Group or Sub-Group/Groupe ou sous-groupe						As Of/Au
		ST-TYP						Date: 31/12/79
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$	
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)								
01								
02	0	1	1	0.0%	100.0%	0.0%	100.0%	
03								
04								
05								
06								
07								
08								
20 (T.I.R.L.)* (N.R.D.I.T.)*								
21 (AT IN GROUP)** (AT DANS LE GROUPE)**								
(UNKNOWN) (INCONNU)								
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	0 (Y)	1 (Z)	1	0.0%	100.0%	100.0	100.0	

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 – TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVEL

RÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU

(Full-Time, Indeterminate Employees on Strength or Temporarily Struck-Off Strength)

(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée ou porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

Group or Sub-Group/Groupe ou sous-groupe	As Of/Au
GS-ST5	Date: 31/12/79

* Technological Institute Recruitment Level/Niveau de recrutement des diplômés d'instituts de technologie
**Administrative Trainee/Stagiaire en administration

Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02							
03							
04	1	0	1	100.0%	0.0%	100.0%	0.0%
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	1 (Y)	0 (Z)	1	100.0%	0.0%	100.0	100.0

Source MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979

TABLE 2 - TABLEAU 2

DISTRIBUTION OF MEN AND WOMEN
BY GROUP OR SUB-GROUP BY LEVELRÉPARTITION DES HOMMES ET DES FEMMES
PAR GROUPE OU SOUS-GROUPE PAR NIVEAU(Full-Time, Indeterminate Employees on Strength or Temporarily
Struck-Off Strength)(Employé(e)s à plein temps, nommé(e)s pour une période indéterminée
porté(e)s à l'effectif ou rayé(e)s temporairement de l'effectif)

		Group or Sub-Group/Groupe ou sous-groupe				As Of/Au	
		GS-MES				Date: 31/12/79	
Level Niveau	No. of Men Nbre d'hommes (V)	No. of Women Nbre de femmes (W)	Total (X)	% of Men in Level % des hommes au niveau $\frac{(V)}{(X)} \times 100$	% of Women in Level % des femmes au niveau $\frac{(W)}{(X)} \times 100$	% of Total Men in Group or Sub-Group % de tous les hommes du groupe ou sous-groupe $\frac{(V)}{(Y)} \times 100$	% of Total Women in Group or Sub-Group % de toutes les femmes du groupe ou sous-groupe $\frac{(W)}{(Z)} \times 100$
00 (DEVELOPMENTAL) (PERFECTIONNE- MENT)							
01							
02	1	0	1	100.0%	0.0%	100.0%	0.0%
03							
04							
05							
06							
07							
08							
20 (T.I.R.L.)* (N.R.D.I.T.)*							
21 (AT IN GROUP)** (AT DANS LE GROUPE)**							
(UNKNOWN) (INCONNU)							
TOTAL IN GROUP OR SUB-GROUP TOTAL DU GROUPE OU SOUS-GROUPE	1 (Y)	0 (Z)	1	100.0%	0.0%	100.0	100.0

Source: MOSST's Establishment listing of December 31, 1979
Liste des effectifs du MEST - le 31 décembre 1979



DATA ANALYSIS - EVALUATION
ANALYSE DES DONNÉES - ÉVALUATION

FORM II FORMULE II

For each factor the analysis should include data for both men and women.
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes.

Category / Catégorie	Fiscal year / Année finan
Senior Executive / Haute direction	1978/1979

Groups / Groupes	Changes in representation and distribution / Variations dans la proportion et la répartition h. f.	Recruitment, staffing, transfers / Recrutement, dotation, mutations	Separations / Départs	Other / Autres
SX-01	M/H Plus 2 W/F Less 1 /moins 1		Transfer/mutation	Promotion from AS-08 to SX-01 / Promotion de AS-08 à SX-01 Promotion from CO-03 to SX-01 / Promotion de CO-03 à SX-01
SX-02	M/H Less 1 /moins 1			Promotion from SX-02 to SX-03 / Promotion de SX-02 à SX-03
SX-03	M/H Less 1 /moins 1		Transfer/mutation	



Category / Catégorie	Fiscal year / Année finan.
Scientific & Prof. Scientifique et Prof.	1978/1979

• For each factor the analysis should include data for both men and women.
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes.

Groups / Groupes	Changes in representation and distribution / Variations dans la proportion et la répartition h.-f.	Recruitment, staffing, transfers / Recrutement, dotation, mutations	Separations / Départs	Other / Autres
LS-02	W/F Plus 1	Recruitment/recrutement		
PC-04	M/H Plus 1	Recruitment SAPP/ Recrutement PRAS		

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DATA ANALYSIS - EVALUATION
ANALYSE DES DONNÉES - ÉVALUATION

FORM II FORMULE II

Category, Catégorie Admin. & F. Serv. Admin. et Serv. Ext.	Fiscal year, Année finan. 1978/1979
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For each factor the analysis should include data for both men and women
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes.

Groups / Groupes	Changes in representation and distribution / Variations dans la proportion et la répartition	Recruitment, staffing, transfers / Recrutement, dotation, mutations	Separations / Départs	Other / Autres
AS-04	M/H Less 1/moins 1 W/F Plus 1		Transfer/mutation	Promotion from AS-03 to AS-04 / Promotion de AS-03 à AS-04
AS-06	M/H Plus 1	Recruitment/recrutement		
AS-07	M/H Plus 1	Recruitment/recrutement		
AS-08	M/H Less 1/moins 1		(See SX-01) / (Voir SX-01)	Promotion from AS-08 to SX-01 / Promotion de AS-08 à SX-01
PE-01	W/F Plus 1			Promotion from CR-05 to PE-01 / Promotion de CR-05 à PE-01
PE-02	W/F Less 1/moins 1		Left Public Service / A quitté la Fonction publique	
PE-03	M/H Plus 1	Recruitment/recrutement		
FI-03	M/H Plus 1	Recruitment/recrutement		
IS-03	M/H Plus 1 W/F Less 1/moins 1	Recruitment/recrutement	Transfer/mutation	
PM-04	M/H Less 1/moins 1		Transfer/mutation (CAP-SAPP)	
CO-03	M/H Less 2/moins 2		Transfer/mutation (CAP-SAPP)	



DATA ANALYSIS - EVALUATION
ANALYSE DES DONNÉES - ÉVALUATION

FORM II FORMULE II

For each factor the analysis should include data for both men and women
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes.

Category / Catégorie Admin. & F. Serv. Admin. et Serv. Ext.	Fiscal year / Année finan 1978/1979
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Groups / Groupes	Changes in representation and distribution / Variations dans la proportion et la répartition h.-f.	Recruitment, staffing, transfers / Recrutement, dotation, mutations	Separations / Départs	Other / Autres
AT-00	W/F Less 1/moins 1		(See SX-01) / (Voir SX-01)	Promotion from CO-03 to SX-01 / Promotion de CO-03 à SX-01
CS-01	M/H Less 1/moins 1		(See CS-02) / (Voir CS-02)	Promotion from AT-00 to AS-03 / Promotion de AT-00 à AS-03
CS-02	M/H Plus 1			Promotion from CS-01 to CS-02 / Promotion de CS-01 à CS-02

DATA ANALYSIS - EVALUATION
ANALYSE DES DONNÉES - ÉVALUATION

Category / Catégorie Technical / Technique	Fiscal year / Année finan 1978/1979
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For each factor the analysis should include data for both men and women
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes.

Groups / Groupes	Changes in representation and distribution / Variations dans la proportion et la répartition h- f.	Recruitment, staffing, transfers / Recrutement, dotation, mutations	Separations / Départs	Other / Autres
SI-01	W/F Less 1/moins 1		Left Public Service/ A quitté la Fonction publique	
SI-02	W/F Less 2/moins 2		(See SI-03) (Voir SI-03)	Promotion from SI-02 to SI-03/ Promotion de SI-02 à SI-03
SI-03	W/F Plus 2		(See SI-03) (Voir SI-03)	Promotion from SI-02 to SI-03/ Promotion de SI-02 à SI-03 Promotion from SI-02 to SI-03/ Promotion de SI-02 à SI-03

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Category Catégorie	Fiscal year Année finan.
Admin. Support Soutien admin.	1978/1979

For each factor the analysis should include data for both men and women.
On doit fournir, pour chaque facteur d'analyse, des données relatives aux hommes et aux femmes

Groups Groupes	Changes in representation and distribution Variations dans la proportion et la répartition II-1	Recruitment, staffing, transfers Recrutement, dotation, mutations	Separations Départs	Other Autres
CR-03	M/H Plus 1 W/F Plus 2	Recruitment/recrutement Recruitment/recrutement Recruitment/recrutement		
CR-04	W/F Plus 1	Recruitment/recrutement		
CR-05	W/F Less 1/moins 1		Left Public Service/ A quitté la Fonction publique	
ST-SCY-02	W/F Less 1/moins 1		(See SCY-03) (Voir SCY-03)	Promotion from SCY-02 to SCY-03/ Promotion de SCY-02 à SCY-03
ST-SCY-03	W/F Plus 3	Recruitment/recrutement Recruitment/recrutement		Promotion from SCY-02 to SCY-03/ Promotion de SCY-02 à SCY-03
ST-OCE-02	W/F Less 1/moins 1		Left Public Service/ A quitté la Fonction publique	

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY
MINISTERE D'ETAT CHARGE DES SCIENCES ET DE LA TECHNOLOGIE

TURNOVER / MOUVEMENT

NUMBER OF PROMOTIONS WITHIN THE MINISTRY
NOMBRE DE PROMOTIONS AU SEIN DU MINISTERE

<u>GROUP AND LEVEL</u> <u>GROUPE ET NIVEAU</u>	<u>MEN</u> <u>HOMMES</u>	<u>WOMEN</u> <u>FEMMES</u>
SX-03	1	
SX-01	2	
SI-03		2
CS-02	1	
AS-04		1
AS-03		1
PE-01		1
SCY-03		1
TOTAL	4	6

RECRUITMENT FROM OTHER MINISTRIES
RECRUTEMENT PROVENANT D'AUTRES MINISTERES

SX-01	1	
PC-04	1	
AS-07	1	
AS-06	1	
PE-03	1	
FI-03	1	
IS-03	1	1
LS-02		1
SCY-04		1
SCY-03		2
CR-03	1	3
OCE-03		1
SCY-02		1
TOTAL	8	10

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY
MINISTERE D'ETAT CHARGE DES SCIENCES ET DE LA TECHNOLOGIE

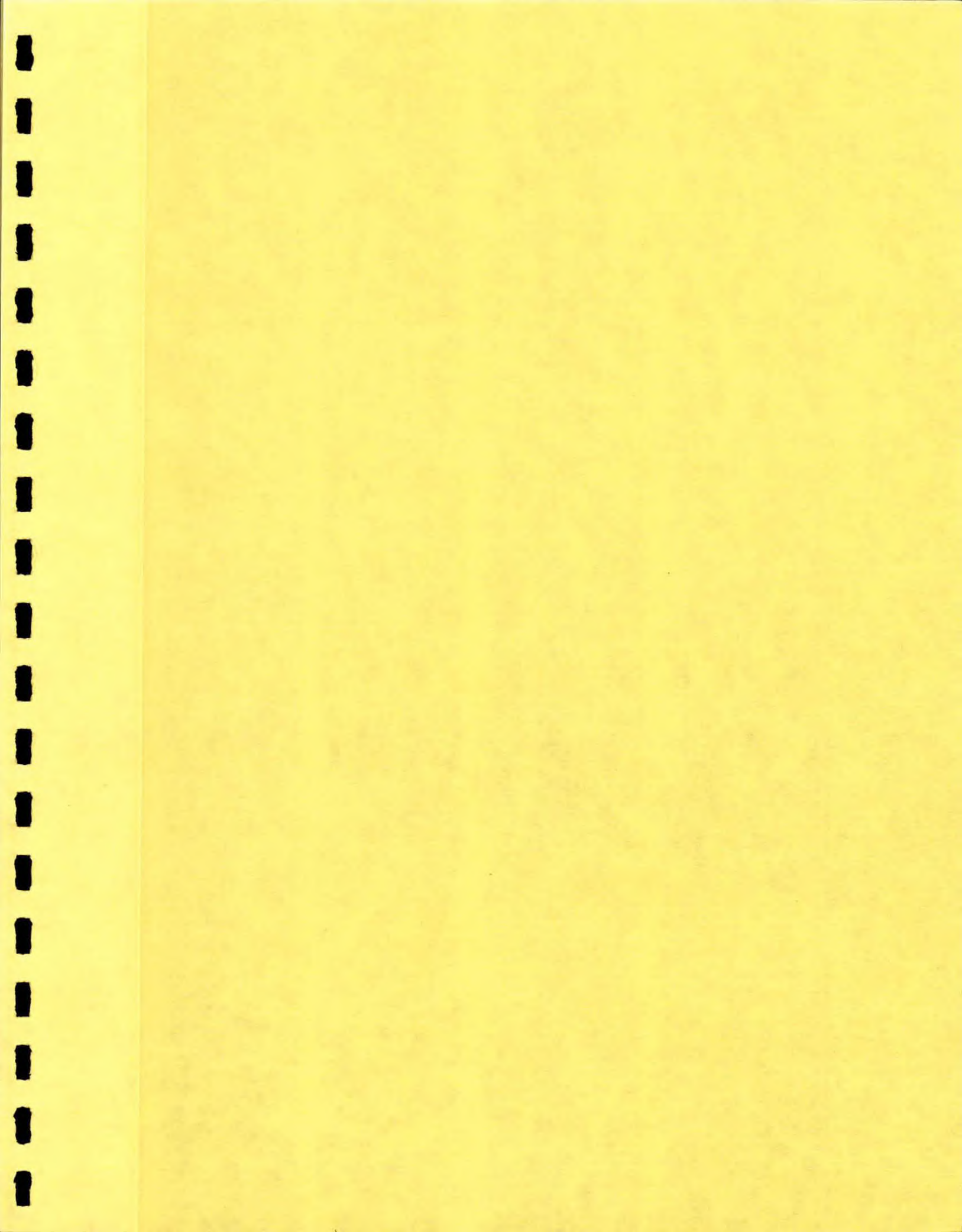
TURNOVER / MOUVEMENT

NUMBER OF TRANSFERS TO OTHER MINISTRIES
NOMBRE DE MUTATIONS A D'AUTRES MINISTERES

<u>GROUP AND LEVEL</u> <u>GROUPE ET NIVEAU</u>	<u>MEN</u> <u>HOMMES</u>	<u>WOMEN</u> <u>FEMMES</u>
SX-03	1	
SX-01		1
PM-06	1	
CO-03	1	
AS-07	2	
IS-03		2
AS-04	1	1
CR-04		2
CR-03		2
SCY-04		1
SCY-02		4
TOTAL	6	13

DEPARTURES FROM THE PUBLIC SERVICE
DEPARTS DE LA FONCTION PUBLIQUE

SX-03	1	
SX-01	1	
PE-02		1
SI-01		1
CR-05		1
SCY-02		2
OCE-02		2
TOTAL	2	7



Part 3

PLAN FOR 1980/81

SUMMARY

DELEGATION OF RESPONSIBILITIES

The Equal Opportunity for Women Program has been delegated to the Official Languages & Orientation Officer since February 1, 1980.

MANAGEMENT AWARENESS

Significant progress has been made in this domaine. The Ministry has been assured of the cooperation of all managers and will circulate to every employee the E.O.W. plan and the E.O.W. policy.

PRIORITIES FOR 1980/81

Priority has been given to the preparation of the Equal Opportunity for Women Plan and the formation of a Committee which will report to the Director of Corporate Services Branch. This Committee will play an important role in the program as it will monitor the progress and modify activities as required.

HIGHLIGHTS OF ACTIVITIES FOR 1980/81

This year, the Ministry intends, among other activities, to prepare a policy on Equal Opportunity for Women, to review all positions, to create developmental positions in specific sectors and to offer a course on the preparation of an adequate C.V. along with general appearance before an interview Board.

STATISTICAL DATA

If we compare last year's statistical data with this year's, we can see that the rate of turnover is very limited. Nevertheless, every effort will be made to recruit and promote qualified women employees.

CAREER ADVANCEMENT

The Ministry will also continue to encourage career advancement through training and development.

FIVE-YEAR PLAN

The Ministry will also continue with the implementation of all activities contained in the five-year plan. Numerical goals have been set and the ministry feels that progress to date is satisfactory.

PROGRAM ADMINISTRATION

The Secretary of the Ministry, the Director of Corporate Services, the Chief of Personnel and the E.O.W. Coordinator are responsible to ensure managerial involvement in the E.O.W. program. This is done through bulletins, memoranda informal or formal meetings.

The E.O.W. Coordinator has divided its time in half between official languages and equal opportunity for women programs.

The E.O.W. Committee will monitor all activities contained in the annual and the five-year plan. This Committee is responsible to the Director of Corporate Services and will play an important role in the implementation of the E.O.W. policy.

The E.O.W. Coordinator is the Ministry representative to E.O.W. Interdepartmental Committees or other interdepartmental activities.

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI (O) POUR LA FEMME

1980/81

Rationale/Explication

- In order to provide the Ministry with a basic policy paper on Equal Opportunity for Women.

Objective/Objectif

- To prepare the ministerial policy on Equal Opportunity for Women.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. Coordinator will draft the policy and present it to the E.O.W. Committee in June 1980.
- The E.O.W. Coordinator will present the policy to the Director, Corporate Services to obtain the Secretary of the Ministry's approval in July 1980.
- The E.O.W. Coordinator will distribute the policy to all employees in August 1980.
- During the orientation session for newly appointed employees, the E.O.W. Coordinator will give a copy of the E.O.W. policy to all new employees as well as a brief description of the program.

Evaluation Criteria/Critères d'évaluation

- The E.O.W. Coordinator has presented the policy to the E.O.W. Committee in June 1980.
- The E.O.W. Coordinator has presented the policy to the Director, Corporate Services to obtain the Secretary of the Ministry's approval in July 1980.
- The E.O.W. Coordinator has distributed the policy to all employees in August 1980.
- The E.O.W. Coordinator has given a copy of the policy to newly-appointed employees as well as a brief description of the program during orientation sessions.

Evaluation/Évaluation



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

Fiscal Year/Année financière

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

1980/81

Rationale/Explication

-To monitor the implementation of the ministry policy on Equal Opportunity for Women and to evaluate progress achieved in this area of E.O.W.

Objective/Objectif

-To create a committee on Equal Opportunity for Women to monitor all aspects of the program. This committee will report to the Director of Corporate Services. (SX-01)

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. coordinator will interest two women at the intermediate level in becoming active members of the Equal Opportunity for Women Committee. (One SI-03, one IS-03 and the new E.O.W. Coordinator, AS-04)
- The E.O.W. Coordinator will call an initial meeting to set out the mandate of the committee in April.
- The E.O.W. Coordinator will organize four formal meetings this year to evaluate progress achieved and set out new objectives.

Evaluation Criteria/Critères d'évaluation

- The Committee was created in April. The members are: One SI-03, one IS-03 and one AS-04.
- The mandate of the Committee has been established in April.
- Four formal meetings were held during the year.
- List of topics discussed at meetings.

Evaluation/Évaluation



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

1980/81

Rationale/Explication

- To encourage employees to take action to further their careers by providing information and guidance in career planning, training and development.

Objective/Objectif

- Continue to keep managers and employees aware of the Equal Opportunity for Women Program.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- E.O.W. Coordinator will communicate E.O.W. objectives and activities to managers and employees on a regular basis by such means as short talks, newsletters or career bulletins, etc.
- Staffing Section to maintain the current participation rate in the area of counselling (50%).

Evaluation Criteria/Critères d'évaluation

- On a regular basis, E.O.W. objectives and activities have been communicated to managers and employees by newsletters, career bulletins or short talks.
- 50% of all employees have been seen by the two staffing officers.

Evaluation/Évaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

Fiscal Year/Année financière

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

1980/81

Rationale/Explication

- Within the next two years, to raise female representation in the senior levels.

Objective/Objectif

- To have at least one female employee at the intermediate or senior level follow a Special Development Course (GAP - SMDP).

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The manager, in discussion with employee, will identify the appropriate Special development course. The Staffing Section will see to it that employee is enrolled.

Evaluation Criteria/Critères d'évaluation

- One woman at the intermediate level has requested a special development course.
- This woman was accepted by the PSC.
- As a result, the woman was either promoted or given accrued responsibilities.

Evaluation/Évaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

1980/81

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

Rationale/Explication

- To continue to eliminate any artificial barrier which could be detrimental to the career development of women.

Objective/Objectif

- To improve career development opportunities for female employees in ES, SI, AS and SX groups.
- To ensure that at least one woman participates in all selection processes. (As Board member)

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The Staffing Section will identify female employees who have the potential to fill positions in the ES, SI, AS and SX groups.
- The Staffing Section will encourage flexibility in defining the selection criteria for competitions in order to eliminate any artificial barriers.
- For all competitions held in the Ministry, the Staffing Section will ensure that one woman is acting as a Selection Board member.

Evaluation Criteria/Critères d'évaluation

- The Staffing Section has identified female employees who have the potential to fill positions in the ES, SI, AS and SX groups.
- The Staffing Section has encouraged flexibility in defining the selection criteria for competitions in order to eliminate any artificial barriers.
- For each competition held in the Ministry, a woman acted as a selection Board member.

Evaluation/Évaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

1980/81

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

Rationale/Explication

- To enable employees in the Administrative Support Category who have the potential, to progress to the officer level, and to provide a systematic program of planned developmental assignments for such employees.

Objective/Objectif

- To create at least one developmental position in the Administrative and Foreign Service Category.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. Committee will write to Responsibility Centre Managers in May 1980 to find out if the developmental positions could be established in their areas of supervision.
- The Responsibility Centre Managers will identify the suitable training program.
- As person/years become available, developmental positions will be filled via the competitive process, and the successful candidate will be provided with suitable training.

Evaluation Criteria/Critères d'évaluation

- The E.O.W. Committee has written to all Responsibility Centre Managers in May 1980.
- Responsibility Centre Managers have identified areas where developmental position could be created as well as the pertinent training programs.
- At least one developmental position was staffed during the year.

Evaluation/Evaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

1980/81

Rationale/Explication

- Women would be better prepared to reach higher positions if they had the opportunity to seek new challenge either at a higher level in the same field of activities or in a different occupational group.

Objective/Objectif

- To encourage and accelerate career advancement by means of developmental programs.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. Coordinator will examine all acting assignments and all transfers for female employees in order to make sure that either the acting appointments or the transfers will prove beneficial to the employees' career. (December 80)

Evaluation Criteria/Critères d'évaluation

- The E.O.W. Coordinator has evaluated all acting assignments and transfers in December 1980 to determine what experience was gained.

Evaluation/Évaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

1980/81

Rationale/Explication

- To ameliorate the chances of success of female employees; to ensure that each candidate applying for a competition is familiar with the Staffing procedures.

Objective/Objectif

- To offer to all female employees a course on positive approach to job search and handling of interviews. The course will deal with appearance, attitude, approach, application, research and preparation.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. Coordinator will inform all female employees of the Ministry's intention to offer this course in September 1980.
- The E.O.W. Coordinator will make all necessary arrangements, i.e. publicity on the course, resource persons, etc.
- The E.O.W. Coordinator will evaluate the course in October 1980 and report to the E.O.W. Committee.

Evaluation Criteria/Critères d'évaluation

- All employees in the administrative support category have received information on the course.
- The employees who have expressed interest in the course were enrolled.
- The course took place in September 1980.
- The E.O.W. Coordinator has prepared a brief evaluation of the course for the E.O.W. Committee.

Evaluation/Évaluation



EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

Fiscal Year/Année financière

PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI (O) POUR LA FEMME

1980/81

Rationale/Explanation

- Career progression is easier for employees whose training and development needs have been well-identified.

Objective/Objectif

- Ensure that all employees are given the opportunity to discuss their present positions, career plans and academic development annually with their supervisor.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The E.O.W. Coordinator will analyse the performance appraisals of all employees to ensure that training and development needs have been discussed and that the courses chosen will improve the chances of career advancement for these employees. This analysis will take place in June 1980.

Evaluation Criteria/Critères d'évaluation

- Training and development needs have been outlined in the employees' appraisal reports.
- The managers have agreed that the courses chosen will help the employee's career.
- The employees were given the opportunity to undertake the course chosen.
- The analysis was completed in June 1980.

Evaluation/Evaluation

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

Fiscal Year/Année financière

PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI (O) POUR LA FEMME

1980/81

Rationale/Explication

- To eliminate any discriminatory element in the job descriptions which could affect the career development of female employees.

Objective/Objectif

- To review all job descriptions in the Ministry and effect necessary changes.

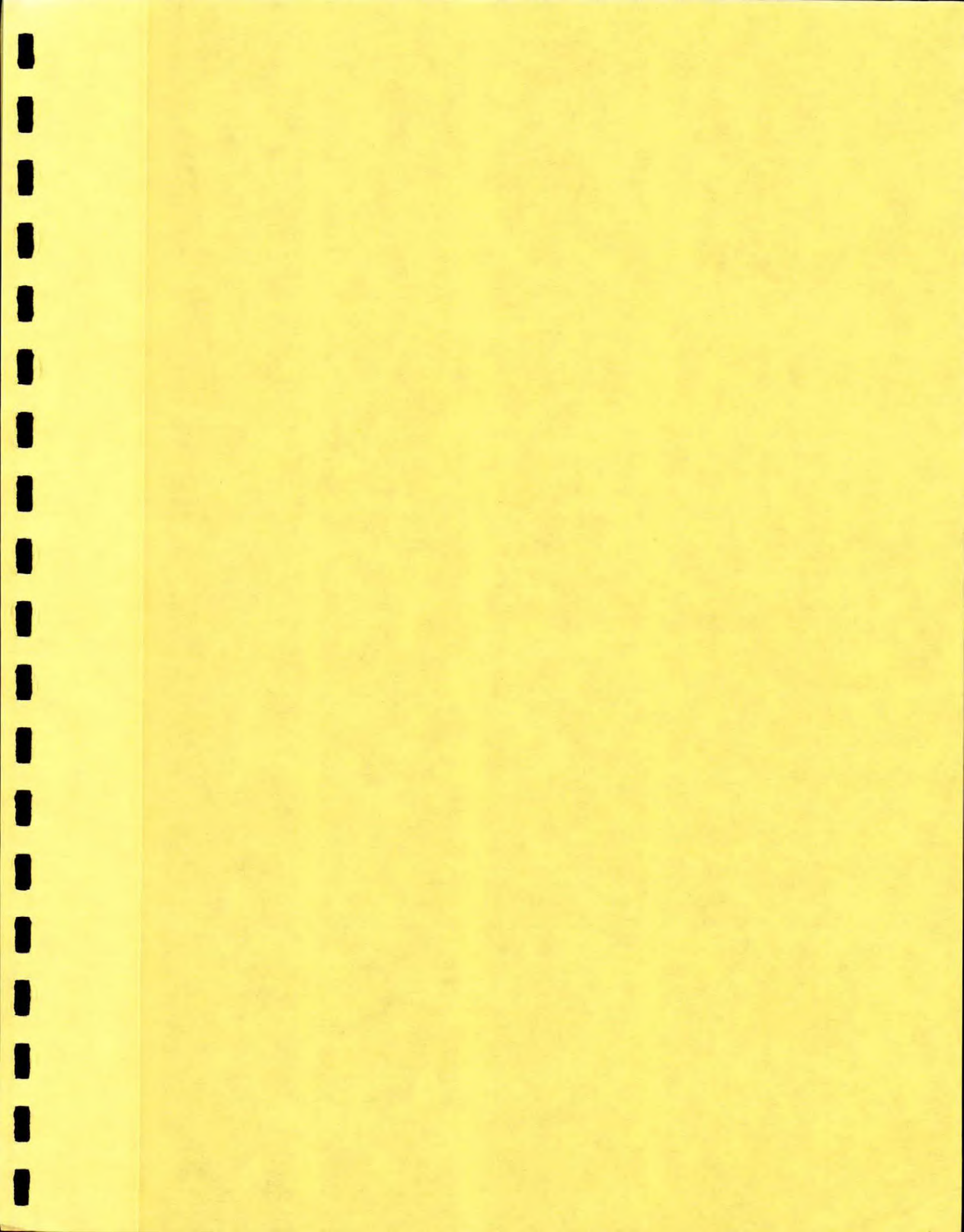
Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

- The Classification Section will be looking at all job descriptions in the Spring of 1980.
- The Classification Section will report findings to the Staffing Section in April 1980.
- The Classification Section will eliminate any discriminatory element, if any exist.

Evaluation Criteria/Critères d'évaluation

- The Classification Section has reviewed all job descriptions in the Spring of 1980.
- The Classification Section has reported findings to the Staffing Section in April 1980 and, where necessary, corrective measures were taken.

Evaluation/Évaluation



Part 4

FIVE-YEAR PLAN

OUTLINE

SENIOR EXECUTIVE

The female representation in this category is currently at 5.3%. The Head of Staffing will intensify his liaison and monitoring role with regards to the filling of SX vacancies. Every responsibility centre manager will receive a copy of the E.O.W. plan. This way, managers will be aware of the ministry's goals and activities in the field of Equal Opportunity for Women.

SCIENTIFIC AND PROFESSIONAL
ADMINISTRATIVE AND FOREIGN SERVICE

The female representation in the Scientific and Professional category was raised from 25% to 28.6%; in the Administrative and Foreign Service category, the target of 30% has been maintained. This year, the Ministry will try to maintain or improve representation in these categories. The female employee who has participated in the administrative trainee program has now qualified and has been promoted to the AS-03 level.

MOSST will offer a special training program to at least one female employee at the AS-07 level.

The Ministry has been able to satisfy 100% of requests for courses from female employees in these categories.

ADMINISTRATIVE SUPPORT

The female representation in this category is 91.3%.

The counselling service is operating smoothly. During fiscal year 1979/80, 60% of all women have received counselling.

The Ministry's manual inventory is now complete. The data contained therein has been updated in February of this year.

Language requirements of all positions have been looked at. The Official Languages and Orientation Officer and the Chief of Classification have met every manager to ensure adequacy of language requirements.

Two employees at the CR-05 level, after having undertaken appropriate training, have been promoted to the Administrative and Foreign Service category (one in the Ministry, the other in another department).

EXECUTIVE CATEGORY (SX)

1977-78	1978-79	1979-80	1980-81	1981-82
<p>With the cooperation of the PSC, identify both internal and external sources of recruitment, with regards to female candidates, and prepare an inventory</p>	<p>distribute information to senior management</p> <p>identify special training opportunities</p>	<p>recruit</p>	<p>control progress</p>	<p>evaluate objective</p> <p><u>Objective:</u> To maintain the participation rate of female employees in the SX group within MORST at 10%.</p>

ADMINISTRATIVE AND FOREIGN SERVICE CATEGORY

AND SCIENTIFIC AND PROFESSIONAL CATEGORY

(PARTICULARLY THE AS AND ES GROUPS)

1977-78	1978-79	1979-80	1980-81	1981-82
<p>Make the manager aware</p> <p>Encourage participation to the administrative trainee program</p> <p>Use of special training programs (CAP, SMDP, position rotation) recruiting participation</p>	<p>reexamine managerial functions for positions at the AS-05 - AS-07 level</p> <p>recruit</p>	<p>recruit</p> <p>control progress</p> <p>evaluation</p>	<p>control progress</p> <p>control progress</p>	<p><u>Objectives:</u></p> <p>AS: -10% of the AS positions are to be staffed through a developmental Program.</p> <p>- we note that 50% of these positions are filled by female employees</p> <p>- maintain the percentage of female employees in the AS category at 27% and attempt to increase it to 30%</p> <p>ES: - improve internal promotion opportunities, particularly for women in order to reduce the attrition of females in this occupational group.</p>

ADMINISTRATIVE SUPPORT CATEGORY (CR-ST)

1977-78	1978-79	1979-80	1980-81	1981-82
<p>Establish a career counselling service (started)</p> <p>Create an inventory for the support staff</p> <p>Examine the language requirements of the positions</p>	<p>Career counselling service to be continued</p> <p>examine the possible career paths</p> <p>recruit by way of internal competition through the inventory</p> <p>identify the needs and provide training</p> <p>updating</p> <p>make linguistic profile for each position (in progress)</p>	<p>Measure the rate of turnover and occupational mobility</p> <p>updating</p> <p>corrective measures</p>	<p>control progress</p> <p>updating</p>	<p><u>OBJECTIVE:</u></p> <p>Existence of promotion and training opportunities; better use of secretarial staff; rate of turnover with MOSST is 20%</p>

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MINISTRE DE L'ÉDUCATION
 MINISTRE DE LA SCIENCE ET DE LA TECHNOLOGIE
 BUREAU DE LA RECHERCHE
 JAN 10 1983

