



Ministry of State

Ministère d'État

Science and Technology
Canada

Sciences et Technologie
Canada

1980~1981 PROGRAM FOR EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE

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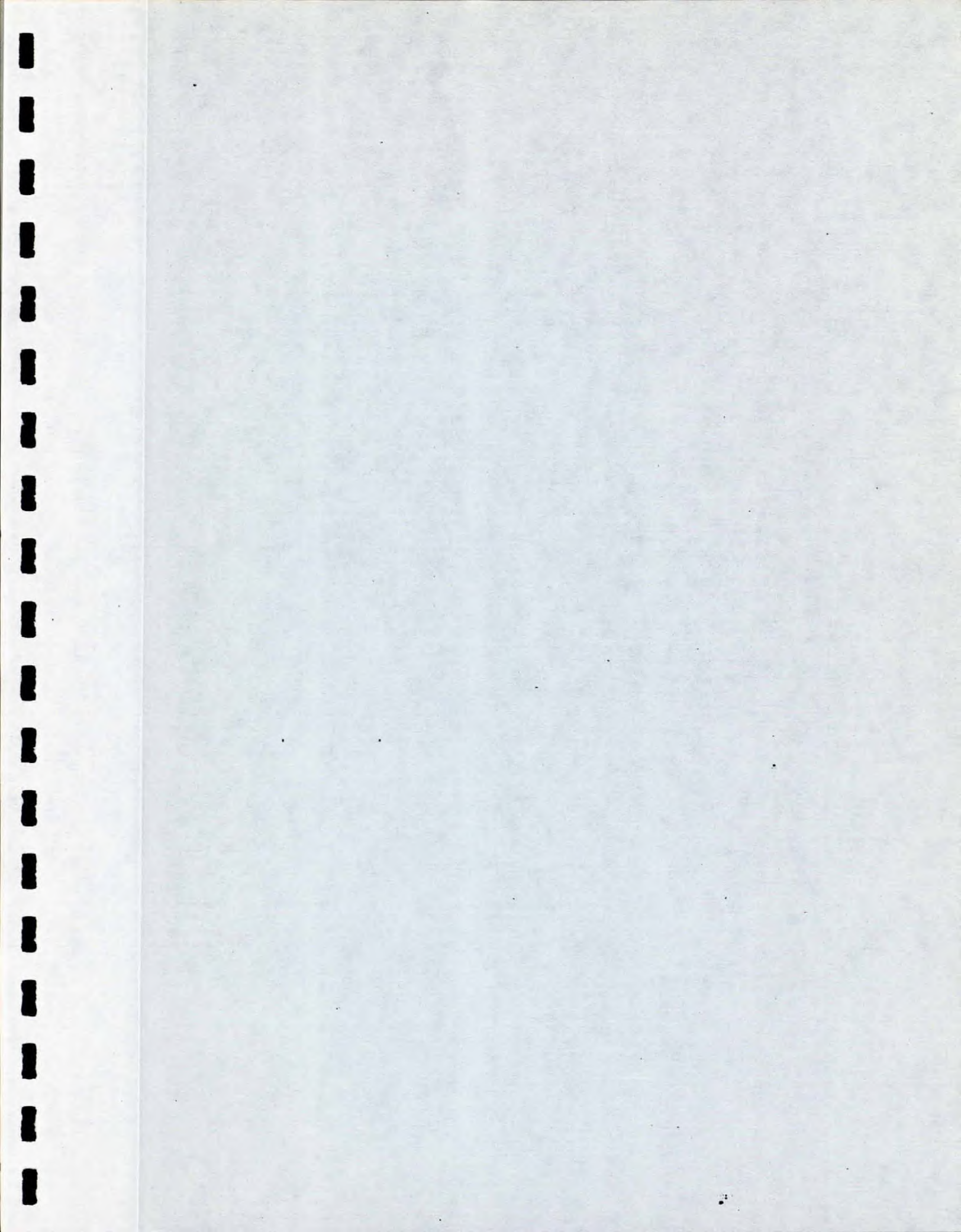
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MINISTRY OF STATE
MINISTÈRE D'ÉTAT
ÉDUCATION
JAN 10 1983
SCIENCE AND TECHNOLOGY
SCENCES ET TECHNOLOGIE



Part 1

Mandate of the Ministry

The Ministry has the following responsibilities in support of its major objective of encouraging the development and use of science and technology: to formulate and develop policies for, and to advise on, the support of science and technology, to formulate and develop policies for, and to advise on, the application of science and technology to national issues and to foster the use of scientific and technological knowledge in the formulation and development of public policy.

To achieve the stated objective, the Ministry's policy functions are performed in three distinct areas.

POLICY FOR THE SUPPORT OF SCIENCE

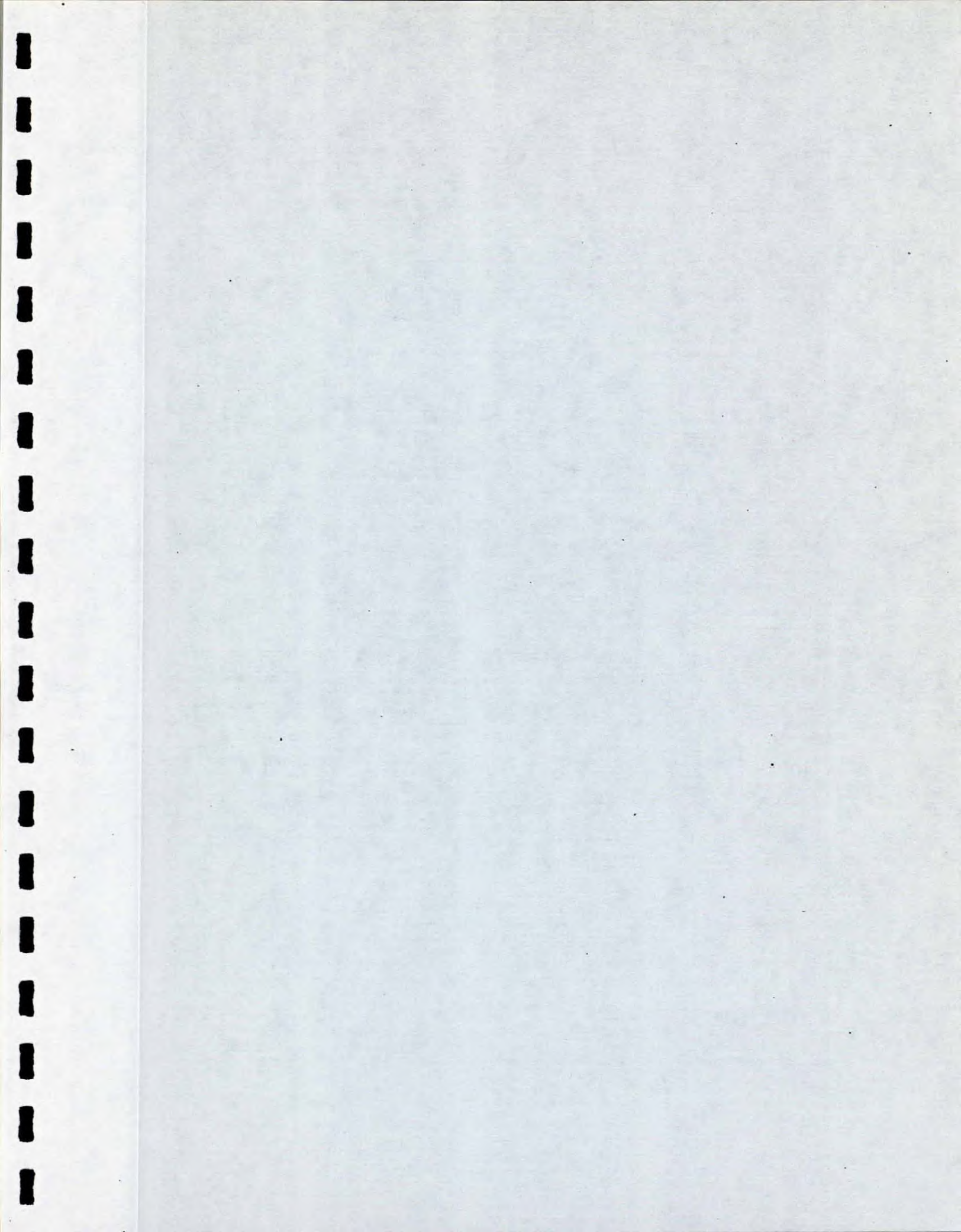
This function includes the encouragement of the acquisition of scientific knowledge, the development of research capability, the provision of scientifically trained manpower and the dissemination of scientific information.

POLICY FOR THE APPLICATION OF SCIENTIFIC AND TECHNOLOGICAL RESOURCES

This function includes encouragement of an economic, wise and coordinated use of Canadian scientific knowledge, manpower and facilities.

SCIENCE IN PUBLIC POLICY

This function includes responsibility for ensuring the introduction of scientific knowledge, reasoning and methodology into the development of public policy at the strategic level.



PART 2

Evaluation of the Effectiveness of the Program for Equal Employment Opportunities for Indigenous People, 1979-1980

Our action plan for 1979-1980 was submitted last June. This Plan identified the areas in which the Ministry intended to concentrate its efforts; objectives relating to these areas were set. Finally, a mode of procedure was chosen and a deadline established.

Our first objective was to identify members of the indigenous population already within the Ministry.

The Secretary of the Ministry therefore wrote to all employees on increasing the participation of indigenous persons. This encouraged employees to take advantage of the services offered through the Program for Equal Employment Opportunities for Indigenous People. At the same time, the new Program Coordinator also sent a memo to all employees, asking that those of indigenous background identify themselves so as to be made aware of the Program in the Ministry, as well as to participate in the Program.

The second objective implied that we were to carry out a review of the positions so as to determine which of them should be staffed by employees possessing an in-depth knowledge of indigenous people and their cultures.

On January 2, the Secretary of the Ministry wrote to all responsibility centre managers. This focused on the groups that were under-represented; it also indicated that while carrying out examinations of their organizational structure or introducing modifications to certain specific positions, the managers should check if some of these positions required any particular knowledge of the culture, language or interests of certain under-represented groups. If such was the case, this requirement was to be included in the job description.

After the issuing of this document, the Head of Classification met each responsibility centre manager and carried out a systematic examination of all positions in order to establish if there were any for which candidates possessing an in-depth knowledge of indigenous people and their culture could be considered.

No changes were made with respect to these positions, but we intend to examine certain specific ones once again to determine if such knowledge would be desirable.

According to the third objective, we were to increase the employment opportunities for indigenous people. Seven specific activities had been proposed to this end.

- The Secretary of the Ministry wrote more than once to the responsibility centre managers and to all employees in order to solicit their cooperation in the Equal Employment Opportunities for Indigenous People Program.

- In view of the fact that the Ministry does not have any positions identified as being related to serving indigenous people, the Ministry, together with the Public Service Commission and the national indigenous people's associations, has been unable to lay down criteria relative to their participation on selection committees.
- Subject to the regulations on staffing, the Secretary of the Ministry asked the Staffing Section to be more flexible and to broaden the competition areas so as to take in candidates belonging to under-represented groups.

You will find appended the list of staffing actions carried out since last June. We broadened the competition area in the case of each competition in which it was possible to do so. However, no indigenous person was referred to us by the Public Service Commission.

- No one was hired since last June within the framework of the CAP Program.
- Two employees were recruited, one at the CO-03 level, and the other at the CO-02 level within the framework of the S.A.P.P. Program.
- As for lateral transfers, in 5 out of 15 cases, the positions were filled by employees with statutory priority, and 3 positions were for a specified period. The Public Service Commission did not refer any person of indigenous background for these positions.
- We did not recruit anyone within the framework of the program for administrative trainees.

The activity relating to the establishment of closer cooperation with the Public Service Commission personnel staffing program and the bureau for the recruitment of indigenous persons with a view to identifying a greater number of indigenous candidates and to ensuring a clear understanding of the objectives of the Ministry did not bring the anticipated results. Though close cooperation was in effect established, no indigenous candidates were identified. This activity will continue to be a part of our action plan for next year.

No female indigenous candidate was identified or referred by the Public Service Commission during the selection process.

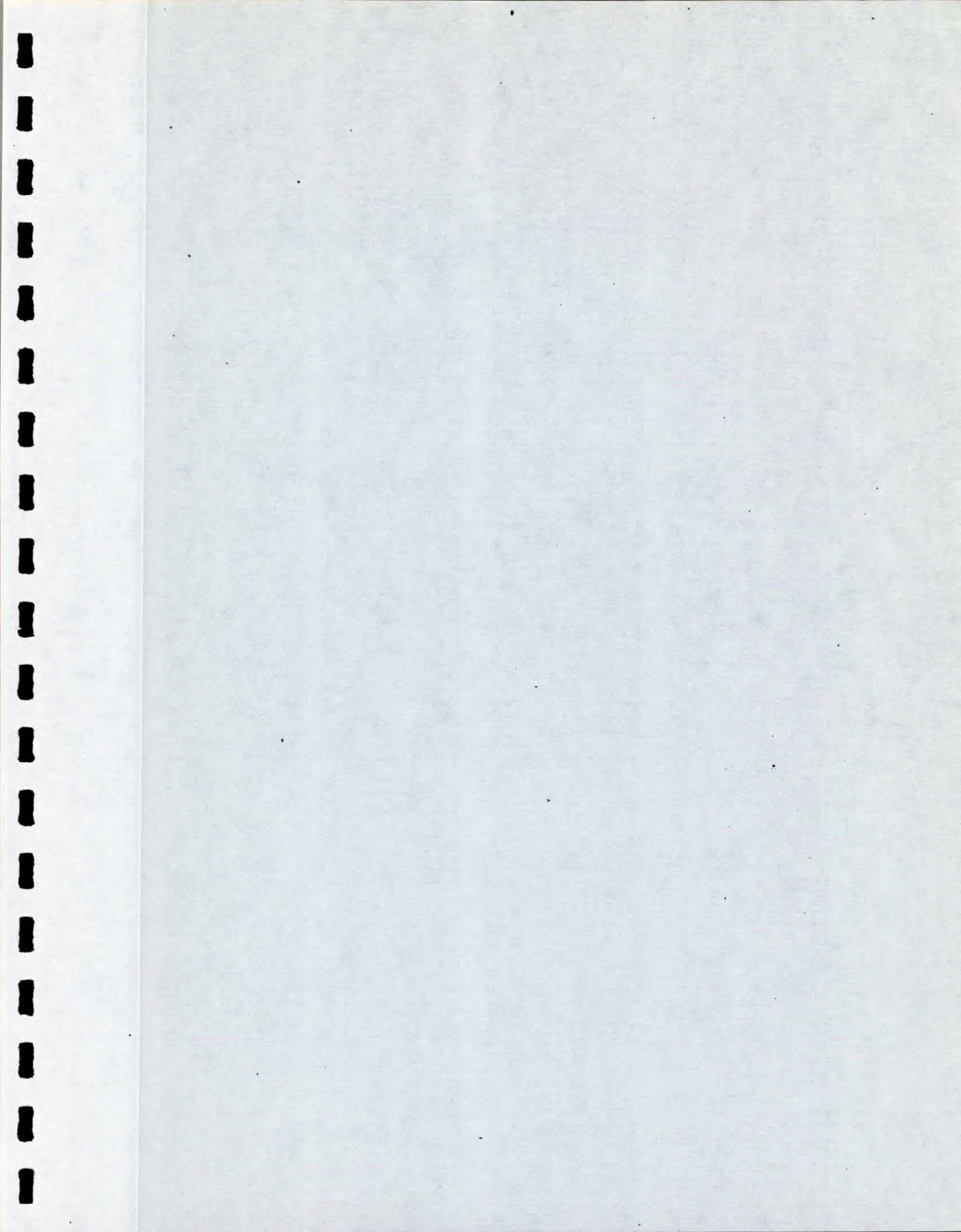
The fourth objective of the Ministry consisted in providing increased opportunities for training and professional development to employees of indigenous background within the Ministry.

Following the application of the voluntary self-identification questionnaire for employees, we must conclude that the Ministry does not have any indigenous people in its service at the present time.

Finally, the last objective was to encourage a greater awareness of the Equal Employment Opportunities for Indigenous People Program.

This year, information on the program was disseminated through memos issued by the Secretary of the Ministry and by the Program Coordinator.

The Ministry advises new employees of the above program within the context of its orientation program.



Part 3

PLAN FOR 1980-1981

SUMMARY

ALLOCATION OF RESPONSIBILITIES

As of April 1, 1980, the Program for Equal Employment Opportunities for Indigenous People has been the responsibility of the Official Languages and Orientation Officer.

MANAGEMENT AWARENESS

The progress made in this area is encouraging. All of the managers are aware of the program and will be receiving a copy of the plan for this year, as well as of the ministerial policy on the recruitment of indigenous people.

PRIORITIES FOR 1980-1981

Priority has been given to the preparation of the Plan for Equal Employment Opportunities for Indigenous People, the establishment of a committee responsible to the Director of Corporate Services, and also to the preparation of a ministerial policy. The Staffing Section will do its utmost to encourage indigenous applicants to work in the Ministry. The close cooperation which exists between the Staffing Section and those responsible for the staffing programs of the Public Service Commission will be maintained. We will also continue widening the competition areas with a view to recruiting indigenous candidates.

ADMINISTRATION OF THE PROGRAM

The Secretary of the Ministry, the Director of Corporate Services, the Chief of Personnel and the Coordinator of the Program for Equal Employment Opportunities for Indigenous People are responsible for ensuring the participation of the managers in the Program. This is to be accomplished through the issuing of bulletins and memos, or through informal or formal meetings.

The Program Coordinator has divided her time among the programs for the groups that are under-represented.

The Equal Employment Opportunities for Indigenous People Committee will control all of the activities mentioned in this Plan, and will see to the implementation of the Ministerial policy. This Committee is to play an important role in the realization of the objectives of the Program.

The Program Coordinator represents the Ministry at all of the meetings dealing with equal opportunities for indigenous people.

Since the implementation of the new policy on Performance Review and Employee Appraisal in February 1980, managers are now responsible for the progress or lack of progress relating to the various programs aimed at under-represented groups.

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Prepare a ministerial policy on Equal Employment Opportunities for Indigenous People.

ACTION PLANS/PLANS D'ACTION

The Program Coordinator will prepare the policy draft and submit it to the Equal Employment Opportunities for Indigenous People Committee in August 1980.

The Program Coordinator will submit this policy to the Director of Corporate Services Branch so that the latter may obtain the Secretary of the Ministry's approval in September 1980.

The Program Coordinator will distribute the policy to all responsibility centre managers in October 1980.

During new employee orientation sessions, the Program Coordinator will give a copy of the policy to indigenous employees and will explain the program to them.

EVALUATION CRITERIA/CRITERES D'EVALUATION

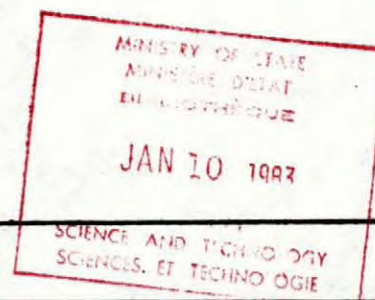
The Program Coordinator has prepared the policy draft and has submitted it to the Equal Employment Opportunities for Indigenous People Committee in August 1980.

The Program Coordinator has submitted the policy to the Director of Corporate Services Branch in September 1980.

The Program Coordinator has distributed the policy to responsibility centre managers in October 1980.

During new employee orientation sessions, the Program Coordinator has handed a copy of this policy to new indigenous employees and has described the program to them.

EVALUATION 1981



EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Create an Equal Employment Opportunities for Indigenous People Committee responsible for monitoring all aspects of the program. This committee will be responsible to the Director of Corporate Services Branch.

ACTION PLANS/PLANS D'ACTION

The Program Coordinator will try to interest two employees of the intermediate and senior levels in becoming active members of the Equal Employment Opportunities for Indigenous People Committee.

A first meeting will be held in June by the Program Coordinator in order to define the mandate of the Committee.

The Program Coordinator will organize, at least twice a year, a meeting to assess progress made and to establish new objectives.

EVALUATION CRITERIA/CRITERES D'EVALUATION

The Committee was created in June. Members belong to the Administrative and Foreign Service Category.

The mandate of the Committee was established in June.

Two official meetings were held during the year.

List of topics discussed at those meetings.

EVALUATION 1981

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES.

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Continue to sensitize management to the Program on Equal Employment Opportunities for Indigenous People.

ACTION PLANS/PLANS D'ACTION

The Program Coordinator will regularly, continue, to inform managers on the objectives and activities of the Program on Equal Employment Opportunities for Indigenous People. They will automatically receive any bulletin or press release concerning the program.

All responsibility centre managers will receive a copy of the Plan for Equal Employment Opportunities for Indigenous People.

As part of the orientation program of the Ministry, new managers will receive a copy of the Plan and the ministerial Policy on this topic. The Program Coordinator will also inform them of the Ministry's objectives in this field.

EVALUATION CRITERIA/CRITERES D'EVALUATION

The Program Coordinator has sent bulletins and press releases to responsibility centre managers.

In June 1980, a copy of the Plan for Equal Employment Opportunities for Indigenous People was sent to all managers.

As part of the orientation program, the Program Coordinator has informed new managers of the Ministry's objectives concerning the Program of Equal Employment Opportunities for Indigenous People and has given them a copy of the Plan and Policy.

EVALUATION 1981

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

In accordance with the Merit Principle, recruit at least one employee of indigenous background during the year.

ACTION PLANS/PLANS D'ACTION

Subject to staffing regulations, continue to broaden the competition areas so as to take in candidates of indigenous background, when the time comes to fill positions serving indigenous persons or having important repercussions on indigenous people or any other position for which a candidate of indigenous background would be qualified.

Continue to establish a closer cooperation with chiefs of staffing programs at the Public Service Commission and the Bureau for the recruitment of indigenous persons with a view to identifying a greater number of indigenous candidates and to ensuring a clear understanding of the objectives of the Ministry.

Where feasible, use various mechanisms such as CAP, SAPP Program, lateral transfers or the Program for administrative trainees.

EVALUATION CRITERIA/CRITERES D'EVALUATION

Subject to staffing regulations, competition areas were broadened so as to take in candidates of indigenous stock for any position for which they would be qualified.

We have maintained a close cooperation with chiefs of staffing programs at the Public Service Commission and the Bureau for the recruitment of indigenous persons. Number of indigenous candidates identified because of this cooperation.

Number of candidates of indigenous background recruited through CAP, SAPP Program, lateral transfers or the Program of administrative trainees.

Committee members have analyzed all staffing cases.

EVALUATION 1981

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Offer training, development and guidance programs to all employees of indigenous background recruited during the year.

ACTION PLANS/PLANS D'ACTION

In cooperation with the Head, Staffing, Training and Human Resources Planning, the Program Coordinator will meet with any new employee of indigenous background in order to analyse his(her) professional projects, to determine his(her) training and development needs and, if necessary, to advise him(her).

The Program Coordinator will recommend to the employees' supervisors the kind of training and development that is needed.

The Training Section will take the necessary steps concerning employee registration.

The Equal Employment Opportunities for Indigenous People Committee will be kept informed of the recommended courses and it will ensure that employees are registered for them.

EVALUATION CRITERIA/CRITERES D'EVALUATION

The Program Coordinator and the Head, Staffing, Training and Human Resources Planning have met with any new employee of indigenous background so as to analyze his(her) professional projects, to determine his(her) training and development needs and to advise his(her).

The Program Coordinator has recommended to the employees' supervisors the kind of training and development needed.

The Training Section has taken the necessary steps concerning employee registration.

The Equal Employment Opportunities for Indigenous People Committee has been kept informed of the recommended courses and it has made sure that employees have been registered appropriately.

EVALUATION 1981

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Re-identify positions in order to determine those which should preferably be filled by permanent indigenous specialists so as to analyze policies which have important repercussions on indigenous people.

ACTION PLANS/PLANS D'ACTION

In cooperation with the Program Coordinator and managers, the Head of Classification will analyze for a second time all Ministry positions.

In June 1980, they will assess positions of the Corporate Services Branch.

In July 1980, positions of the Government will be assessed in the same manner.

In August 1980, this assessment will be applied to the Industry Branch and, in September, it will be applied to the University Branch.

Members of the Equal Employment Opportunities for Indigenous People Committee will be informed of the results of this reidentification.

EVALUATION CRITERIA/CRITERES D'EVALUATION

In cooperation with the Program Coordinator and managers, the Head of Classification has analyzed all Ministry positions.

In June, they assessed Corporate Services Branch positions.

In July, they analyzed those of the Government Branch.

In August, they concentrated their efforts on the positions of the Industry Branch.

They finished, in September, by evaluating those of the University Branch.

Members of the Equal Employment Opportunities for Indigenous People Committee have been informed of the results of this reidentification.

EVALUATION 1981

EQUAL OPPORTUNITIES FOR INDIGENOUS PEOPLE PROGRAM

PROGRAMME D'EGALITE D'ACCES A L'EMPLOI POUR LES
AUTOCHTONES

YEAR/ANNEE

1980-1981

OBJECTIVE/OBJECTIF

Ensure the participation of indigenous persons within selection committees responsible for filling positions identified as having important repercussions on indigenous people.

ACTION PLANS/PLANS D'ACTION

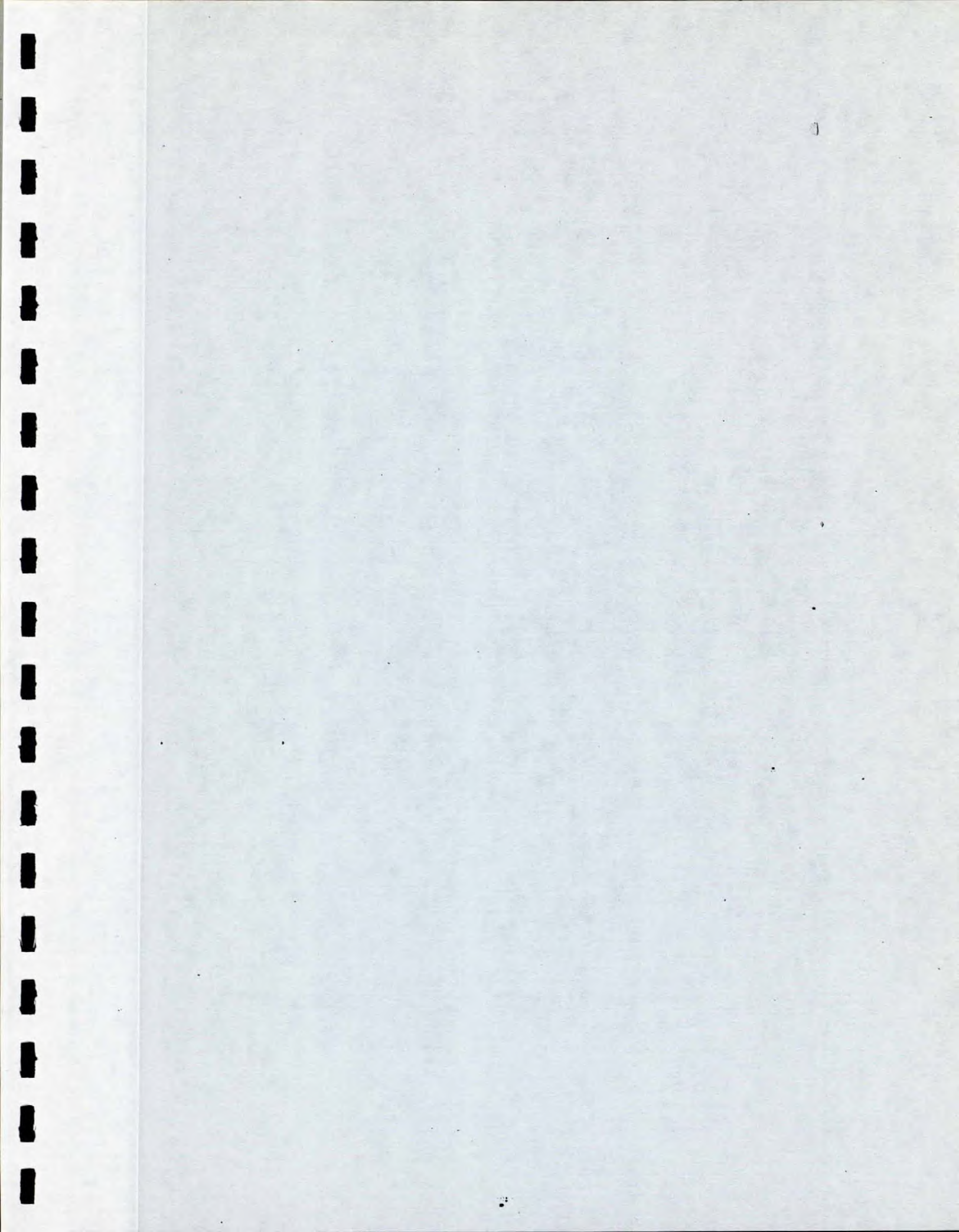
Following re-evaluation of all positions, establish, in cooperation with the Public Service Commission and national indigenous people associations, criteria for participation of indigenous persons within selection committees responsible for filling identified positions.

EVALUATION CRITERIA/CRITERES D'EVALUATION

When staffing positions identified as having important repercussions on indigenous people, we have ensured participation of indigenous persons within selection committees.

Number of competitions for positions having important repercussions on indigenous people..

EVALUATION 1981



List of Staffing Actions for
30 June 1979 to 30 April 1980

<u>Lateral</u> <u>Transfers</u>	<u>SAPP</u> <u>Appointments</u>	<u>Internal</u> <u>Competitions</u>	<u>Open</u> <u>Competitions</u>	<u>Interdepartmental</u> <u>Competitions</u>
AS-07	CO-03	PE-01	CR-03**	SX-03
AS-07*	CO-02	CR-05	CR-03**	SX-03
AS-07		CR-04	CR-03**	SX-01
AS-07*			CR-03**	CO-03
AS-07*			CR-03**	SI-03
AS-07* **			ST-OCE-3**	ST-SCY-03
AS-07**			ST-OCE-3**	ST-SCY-03
AS-05			ST-SCY-02**	ST-SCY-02
IS-03			ST-SCY-02**	
CR-05			ST-SCY-02**	
CR-04			ST-TYP-02**	
ST-SCY-04*			GS MES-2**	
ST-SCY-03				
ST-SCY-02**				

* Statutory Priority

** Specified Period

