

AFFIRMATIVE ACTION TASK GROUP



TERMS OF REFERENCE

HUMAN RESOURCE PLANNING VISION:

To provide the people of the Northwest Territories with programs and services delivered by a qualified and committed public service that is representative of the population it serves by being:

An organization which values its' human resources.

An organization whose workforce reflects the diversity of the Northwest Territories population, at all levels of the government.

An organization whose working environment reflects northern cultures and traditions, enhances quality of life and leads to a balance between work and family responsibilities.

An organization which provides for job satisfaction by maximizing employee participation.

An organization which fosters accountability.

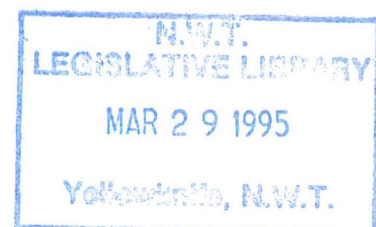
A flexible organization whose employees understand and are committed to achieving the overall goals and objectives of the government.

PURPOSE:

The Affirmative Action Task Group will review the existing Affirmative Action Policy and recommend future directions, an implementation strategy and evaluation methodology to the Corporate Human Resource Planning Steering Committee.

BACKGROUND/HISTORY:

In 1985, the GNWT introduced the Native Employment Policy to help specific under represented groups acquire and maintain employment in the Public Service. This policy remained in effect until March 1989 when it was replaced by the Affirmative Action Policy. It was recognized in the Policy that the requirements for the Affirmative Action Policy might change. Consequently it mandated a review of the Policy in 1994. The objective, as stated in the policy, is to achieve equality in employment and career development of qualified, suitable and eligible persons from the designated groups. These designated groups were expanded in 1989 to include indigenous aboriginal, indigenous non-aboriginal, resident women seeking employment in non-traditional and management occupations and the disabled. The emphasis has been in the area of increasing aboriginal representation in the GNWT workforce.



Since the introduction of the Affirmative Action Policy there have been increases in the representation of some of these groups, however, there are still some inequities in the distribution of these groups within specific occupations. Education Leave and public service staff training have assisted in developing some members of designated groups for current and future assignments.

GUIDELINES:

1. The Affirmative Action Policy review will include appropriate and participatory consultation processes.
2. The work of this committee will be done in a timely manner with GNWT commitment to supply the necessary support and resources.
3. The committee will work in a fair and equitable manner when addressing the needs of all of the designated groups.
4. Every effort will be made to ensure continuous two-way communication regarding the work of this committee.

DELIVERABLES:

Deliverables: Projected Completion Date - October 30, 1994

1. Review and finalize the Terms of Reference.
2. Identify Task Group training needs.
3. Recommend and establish an advisory component to provide input from aboriginal special interest community groups and the general public.

Deliverables: Projected Completion Date - April 30, 1995

4. Develop a Communication Strategy as part of the overall Human Resource Planning Communication Strategy.
5. Review and analyze existing Affirmative Action Policy, its programs, implementation and results with the purpose of flagging weaknesses and identifying opportunities.
6. Research and analyze policies, programs, and initiatives in outside organizations and other jurisdictions to ensure practices and policy are in accordance with current legislation and human resource practices.

7. Research and examine existing Human Resource Information System and other data bases and determine needs.
8. Research and determine labour market information requirements.

Deliverables: Projected Completion Date - October 15, 1995

9. Undertake internal and external consultation with stakeholder groups.
10. Produce draft reports on the 1) results of consultation, 2) results and analysis of external research, 3) results and analysis of internal consultation, 4) results and analysis of policy and program review, 5) proposed direction in Affirmative Action.

Deliverables: Projected Completion Date - December 15, 1995

11. Recommend Affirmative Action policies, programs and initiatives to meet future needs.
12. Determine future monitoring, evaluation, and reporting mechanisms for programs and results.
13. Recommend priority of action and resource requirements to Senior Management and FMB/Cabinet.

AUTHORITIES:

1. Affirmative Action Task Group
 - Recommend implementation of policies, programs and initiatives to Senior Management through the Human Resource Planning and Steering Committees.
2. Human Resource Planning Committee
 - Recommend Terms of Reference to the Steering Committee.
 - Recommend appointment of members to the Affirmative Action Task Group.
 - Review and recommend an overall planning process, and make recommendations on priorities and strategies for Affirmative Action.

3. Human Resource Steering Committee

- Composed of the Deputy Minister of Education, Culture and Employment the Deputy Minister of Personnel, the Secretary of the Financial Management Board, two other Deputy Ministers and two Regional Directors.
- Review and provide input into Affirmative Action Task Group recommendations prior to submission to the FMB/Cabinet.
- Consult with Senior Management Committee as deemed necessary.

4. Senior Management Committee

- Upon request, review and provide input on overall Affirmative Action priorities and implementation strategies to the Steering Committee.

5. Cabinet/FMB

- Responsible for the approval of revised policy, implementation strategies and monitoring and reporting mechanisms.
- Approves overall HRP strategy.

6. Financial Management Board Secretariat/Department of Education, Culture and Employment.

- Provide administrative and professional support to the Affirmative Action Task Group.

COMPOSITION:

- The committee will have a minimum membership of eight members, three of which will be from the Corporate Human Resource Planning Committee.
- The composition of the committee should be representative of the population.
- The Task Group will be chaired by the Deputy Secretary, Human Resources, Financial Management Board Secretariat.
- A quorum shall consist of the chairperson and 50% of remaining membership.
- Members must attend regularly.

AFFIRMATIVE ACTION POLICY REVIEW PROCESS

When the Affirmative Action Policy was adopted in 1989, it mandated a review of the Policy in 1994/95. The Affirmative Action Task Group will review the existing Affirmative Action Policy and recommend further direction, an implementation strategy and evaluation methodology to the Human Resource Planning Steering Committee.

The Affirmative Action Policy review process combines literature, document and jurisdictional research, data analysis and qualitative consultation with people internal and external to the government. The consultative component of the review will use the following linked methodologies:

1. The consultation process will begin by preparing informational materials explaining the Policy, the review and the review process.
2. Task Group member(s) will meet with the Senior Management Group of each Department to provide an overview of the review process. During these meetings, invitations will be extended to Senior Departmental Management to assist in the review by carrying out departmental reviews, including the possible organization of department focus groups. Assistance from the Affirmative Action Task Group and FMBS will be available, upon request, to facilitate focus groups, provide information sessions to employees and to offer advice and help.
3. An invitation for written and "e-mail" submissions, along with an invitation to participate in personal interviews will be extended to employees. This will be done by means of payroll stuffers, posters, "e-mail" and personal letters to designated group members. External stakeholders will also receive invitations for submissions.
4. Personal interviews, based on prepared questions, with selected designated group members including trainees, former trainees, and former and current employees will be done. Personal interviews will also be organized with union officials, managers and other internal stakeholders.
5. Focus sessions will be held in all five regions, including Yellowknife. Invited participants will include a cross section of the population of the Northwest Territories, ensuring representation from all the Affirmative Action Groups designated by the Policy. Focus sessions will be facilitated by staff currently working for the GNWT. In the regions these may be coordinated and facilitated by the Regional Director and/or the Regional Manager of Human Resources for the Financial Management Board Secretariat. The Affirmative Action Task Group will provide guidance and direction to coordinators and facilitators.

AFFIRMATIVE ACTION REVIEW COMMITTEE

NAME	TITLE	DEPARTMENT
Ms. Evelyn Dean	Deputy Secretary	Human Resource Management/Financial Management Board Secretariat
Ms. Anita Sakayi'kn	Coordinator	Human Resource Planning/ Financial Management Board Secretariat
Ms. Elaine Woodward	Manager	Human Resource Planning/ Financial Management Board Secretariat
Mr. Dale Dean	Human Resource Planning Officer	Transportation
Ms. Edna Larocque	Manager	Financial Services/ Public Works & Services
Ms. Sharon Petrisor	Human Resource Planning Coordinator	Economic Development & Tourism
Ms. Amoudla Sataa-Shearer	Job Analyst	Job Evaluation/ Financial Management Board Secretariat
Mr. Dave Talbot	Regional V/P	North Great Slave Region/ Union of Northern Workers
Mr. Tom Williams	Director	Staffing/Personnel
Mr. Steve Babij	Programmer Analyst	Public Works & Services
Mr. Gordon Graydon	Labour Research Officer	Labour Relations/ Financial Management Board Secretariat
Mr. Blake Lyons	Executive Director	Northwest Territories Teachers Association
Ms. Rita Wray	Student Services Officer	Education, Culture & Employment
Ms. Susan Enge	Public Affairs Officer	Legislative Assembly