

INTERNAL MONITORING INFORMATION

TOOLS

There are several items issued regularly which the Co-ordinator uses to monitor EOW activities:

- 1) Weekly
  - the Personnel Administrative Notices which are distributed throughout HQs and to all other offices of the Department and carry information on appointments, assignments, promotions, separations, etc.
  
- 2) Monthly
  - EA PMIS printouts showing employees by classification and level.
  - Strength Reports.
  - Telephone Lists (to obtain an overview of women's responsibilities at Headquarters).
  
- 3) Semi-Annually
  - Canadian Representatives Abroad book (to obtain an overview of women's responsibilities abroad).
  
- 4) Various
  - Statistics on recruitment and appointments.
  - Information copies of correspondence, directives, reports, etc.
  - Grievances, if any, and appeal decisions.
  - Staffing Requests (EXT7).
  - Classification decisions (TB330).
  
- 5) Other
  - Liaison with other sections of the Department (informal exchanges of info).
  - Training & Development programmes.
  - Interviews with employees.

INITIATIVES

From these sources, and other material such as Employees' Annual Appraisal Reports, the Co-ordinator is able to pinpoint possible problem areas for investigation or identify activities which should be undertaken in the area of EOW. Examples of initiatives undertaken are:

FS - Career Progression Study

Conclusion: No difference between rates for men and women