

(2) - Departmental EOW Structure

Departmental Responsible Officer -
Director General of Personnel

Level of EOW Co-ordinator - PE-3

Title of supervisor of the Co-ordinator -
Director of Personnel Operations Division

Percentage of time spent by the Co-ordinator on

EO	30%
EOW	50%
Other functions	20%

(3) - Internal Monitoring Systems for EOW

In addition to the monitoring inherent in the mechanisms described under (1), the Department's reconstituted Personnel Management Information System now has a greater capability for producing searches directly related to EOW. There are also several items issued regularly which the Co-ordinator uses to monitor EOW activities:

- 1) Weekly - the Personnel Administrative Notices which are distributed throughout Headquarters 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
- 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,