

Departmental Requirements

To assist Departments in the implementation of the programme and to facilitate the annual review by the Treasury Board, the Treasury Board Secretariat issued guidelines for 1978-79, directing Departments to report on the following:

(a) Situation Review, consisting of:

- an evaluation of the success of the Department in achieving the objectives set for 1977-78;
- departmental data showing the distribution of men and women in each occupational category, group, subgroup, and level in the Department; and
- an interpretation of the data, identifying factors that have contributed to changes in the distribution of men and women in occupational categories, groups, and levels.

(b) Objectives & Action Plans for 1978-79, including steps:

- to achieve annual qualitative and quantitative targets leading to the realization of the long-term goals;
- to identify women whose skills are currently under-utilized and develop strategies to correct this situation; and
- to allow for measurement of success in meeting the objectives.

(c) Adjustments to the Long-Term Plan and Targets, to ensure that:

- they remain realistic and valid; and
- they reflect changes in departmental structures, additions of new programmes, phasing out of old programmes and other factors that would affect the departmental Equal Opportunities for Women (EOW) programme.