

DIAAC- Education & Awareness Sub-committee

Work Plan 2018

Purpose:

- to identify, develop and facilitate educational opportunities for DIAAC, Civic Administration, Council and the larger community
- to identify and implement opportunities that raise the profile of DIAAC in the community
- to share the common responsibility of research and bringing forth recommendations to DIAAC to achieve its mandate

| Objective | Implementation | Budget | Partnerships/ Responsibility | Status/ Timeline |
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| 1. Develop & facilitate educational opportunities | 1.1 Facilitate a community awareness event 1.1.1 Theme: Gender & Intersectionality | \$1500 | Education subcommittee | October |
| | 1.1.2 Identify partnerships in the community for collaborative events. | | Ed'n subcommittee & DIAAC | Ongoing |
| | 1.1.3 Plan for International Day for the Elimination of Racial Discrimination/Black History Month. | \$200 | Ed'n subcommittee | January |
| | 1.1.4 Identify promotional opportunities and strategies for community events. | | Ed'n subcommittee Communication | Ongoing |

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| 2. Educate new members of DIAAC | <p>2.1 Collaborate with P&P to create new and revised content to enhance the DIAAC new member's orientation package</p> <p>2.1.1 Propose & provide supplemental orientation content to P&P:</p> <ul style="list-style-type: none"> -org chart illustrating DIAAC in relation to Council & City Councillors. -list of commonly used operational definitions within CofL context. Eg. recommendation verbiage -provide document outlining pre-approved list of budget item. -write up of sub-committee mandates. -list of common staff contacts. -suggestions/guidelines of AC initiatives. -policy on speakers/delegates -flow chart from DIAAC recommendation to staff implementation. -member attendance policy suggestions -budget submission process -City Councillor Contact List | Nil | <p>Education & P&P subcommittee</p> <p>Ed'n subcommittee</p> | <p>Ongoing</p> <p>Ongoing</p> |
| | 2.2 Assist P&P in revision of TOR for DIAAC. | Nil | Ed'n & P&P subcommittee | Ongoing |

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| 3. Educate committee members | 3.1 Invite speakers to present to DIAAC. | \$200 | Ed'n subcommittee | Ongoing |
| | 3.2 Work with Civic Administration to further identify and clarify existing Cof L resources, processes and initiatives that support or can assist DIAAC in its mandate. Eg. Communications, Mayor's Office etc. | Nil | Civic Administration | Ongoing |
| | 3.3 Identify ideas, issues or initiatives taking place in other municipalities, provinces and countries that overlap the mandate of DIAAC. Bring findings to DIAAC for discussion and possible recommendations to Council. | Nil | Ed'n subcommittee w/ P&P subcommittee | Ongoing |
| | 3.4 Invite to DIAAC, members of the public who have recent or past lived experiences concerning discrimination & anti-oppression in London. | Minimal(cost of parking pass/bus tickets) | Ed'n subcommittee & DIAAC | Ongoing |
| | 3.5 Highlight a pressing issue or incident that has taken place in London that would be of interest to DIAAC. | | | |

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| | 3.6 Keep apprised of recent events in London via news media & other sources pertaining to discrimination in London to report to DIAAC. Bring to DIAAC's attention. | Nil | Ed'n subcommittee | Ongoing |
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| 4. Raise profile of DIAAC in community | 4.1 Provide to P&P subcommittee suggestions regarding DIAAC's web page on London.ca | Nil | Education & P&P subcommittee | Ongoing |
| | 4.2 Propose name tags for interested DIAAC members for use at city-wide DIAAC events & related events. 4.2.1 Provide to Chair, Vice-Chair and Subcommittee Chairs as minimum | \$200 | Ed'n subcommittee | Ongoing |
| | 4.3 Collaborate/piggyback on smaller projects/events with other organizations that overlap DIAAC's mandate. | TBD | Cross Cultural Learner Centre, London Immigration Partnership, LUSO, NECC | Ongoing |
| | 4.4 Compile database of contacts for faith centres, neighborhood associations, ethno-cultural | Nil | | Ongoing |

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| | <p>organizations and other organizations for DIAAC and other subcommittees use for outreach purposes.</p> <p>4.4.1 Connect with Civic Administration for access to current database</p> | | | |
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| 4. Raise profile of DIAAC in community (con't) | <p>4.5 Initiate mail out and personal outreach campaign to new and current contacts compiled from DIAAC's community database.</p> <p>4.5.1 Attend AGMs & Gala events</p> <p>4.5.2 Promote DIAAC in newsletters of other organizations</p> | \$200 | Education & DIAAC | TBD |
| | <p>4.6 Develop promotional material for DIAAC</p> <p>4.6.1 Small banner</p> <p>4.6.2 Collect photos of DIAAC events</p> <p>4.6.3 including members of DIAAC</p> <p>4.6.4 Order new swag</p> <p>4.6.5 Design template powerpoint highlighting DIAAC. Use at public events where applicable</p> | \$100 | Ed'n subcommittee Civic Administration Communications | November |
| | <p>4.7 Revise broaden 'Open House' strategy approach. Focusing on both general community outreach and professional industry outreach. Have material on hand to provide at Open Houses.</p> | Nil | Ed'n committee | September |

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| 5. Share in role of research, knowledge attainment and providing recommendations to achieve mandate | 5.1 Combined efforts of keeping apprised of best practices in other geographic areas and identifying issues happening within the CofL. | Nil | P&P & Ed'n & Awareness | Ongoing |

