



CALL FOR PARTICIPANTS

Technical Committee on Equity, Diversity, and Inclusion in Apprenticeship Programs

March 17, 2022

Dear Members and Stakeholders,

CSA Group is inviting interested expert stakeholders to apply for membership on a new Technical Committee (TC) on Equity, Diversity, and Inclusion in Apprenticeship Programs. This TC will be responsible for the development and maintenance of a new Standard, ***CSA Z301, Equity, diversity and inclusion in apprenticeship programs***. The development of this National Standard is being funded by the Canadian District of the United Brotherhood of Carpenters and Joiners of America (UBCJA).

Scope:

The scope of the National Standard will be focused on the following official apprenticeship trades represented within the UBCJA, and included in the UBCJA apprenticeship program delivery:

- a) carpenter;
- b) cabinet maker;
- c) floorcovering installer;
- d) industrial mechanic (millwright);
- e) machinist;
- f) roofer;
- g) insulator; and,
- h) welder.

The scope of the National Standard will clarify that other apprenticeship trades not represented by the UBCJA can use CSA Z301 as they deem appropriate and in accordance with the requirements of the authority having jurisdiction (AHJ).

It is intended that TC members will be able to provide diverse and expert stakeholder input on national requirements representing the following interest categories:

- a) **User Interest** — those who predominantly represent the interests and needs of apprentices and apprenticeship program students;
- b) **User Community** — those representing organizations developing cooperative and collaborative approaches and practices within a community, not solely focused on apprenticeship issues, and support equity-seeking groups in overcoming barriers to equal access, opportunities and

resources. This category may include representatives having broad or integrated stakeholder interests, or, those with academic interests. Subject matter experts on EDI may be included in this category;

- c) **Organization Interest** — those who predominantly represent apprenticeship programs including post-secondary institution or education organizations. Senior leadership, faculty, and other institution associates may be included;
- d) **Government and/or Regulatory Authority**—those who are predominantly involved in regulating apprenticeship programs and/or those authorized by law to set, govern, and enforce OHS-related training requirements in Canada.
- e) **Employer Interest** — those who represent employers in the subject trades, including those providing work placements to apprentices (may include representatives of trade associations); This group is intended to represent interests of employers with respect to objectives to support equity, diversity and inclusion in apprenticeship programs.

What is expected?

- Strong interest and knowledge of equity, diversity, and inclusion in apprenticeship, training, or educational programs.
- Active participation and ability to work on a TC virtually.
- Ability to work in a multi-stakeholder environment, following the principles of consensus.
- Representation of a stakeholder category as outlined above.
- Participation at approximately 8-10 virtual TC meetings.
- *Note: All meetings for this project will be held virtually.*
- Ability to independently support your virtual participation activities on the committee.

Note: CSA Group is not able to provide funding support for participation at this time; however, should additional funding be secured, this support will be allocated to those with the greatest need (as identified at the start of the standards development project).

The virtual kick off meeting for the CSA Z301 TC is planned to be held in June 2022.

Benefits of participation

- Contribution into the development of a new National Standard of Canada (NSC), and an opportunity to positively impact apprenticeship programs, with the intent of improving outcomes for apprentices in the subject trades.
- Influence the content of the framework and identify key requirements with respect to issues that are important to you, your interest category, and your organization.
- Stay abreast of developments in Canada in this important area.
- Collaborate and build relationships with other key stakeholders.

How to express interest in membership

CSA Group is committed to cultivating, fostering and preserving a culture of diversity, equity and inclusion. We welcome responses to our Calls for Participation, and applications for membership, from qualified individuals with diverse backgrounds, cultures, perspectives, and experiences who would contribute to the development and quality of our standards.

In addition to member qualifications and skill sets, CSA Group must also consider committee balance, regional participation and presence. This may impact our ability to place all applicants on committees. We will post information on opportunities to contribute through Public Review and any stakeholder engagement events.

If you are interested in applying for membership on the Technical Committee (TC), please complete the CSA Membership Application (attached) along with a resume or brief bio, and outline your applicable expertise to Andrea Holbeche, Project Manager, Worker and Public Safety, by **April 14, 2022**.

CSA Group recognizes that active participation on a standards development committee is a significant commitment, and we thank you for taking the time to apply. All interested stakeholders will be notified of the status of their application by May 6, 2022.

For additional information, please contact the undersigned directly.

Sincerely,

Andrea Holbeche, M. Sc., P. Eng.

Project Manager, Worker and Public Safety Standards

CSA Group

Tel: 416-747-2332

Email: andrea.holbeche@csagroup.org



COMMITTEE MEMBERSHIP APPLICATION

CONTACT INFORMATION			
Salutation:	Please select		
First Name:			
Last Name:			
Title:			
Organization:			
Organization Sector:	Please select most appropriate		
Other Org. Sector:			
Street Address:		City:	
Prov/Terr/State:		Postal / Zip Code:	
Country:		Telephone - Business	
Email Preferred		Telephone – Cell	

Please read the attached *Information for Committee Member Applicants*.

AREA OF INTEREST

If you know what CSA Committee you are interested in participating on, please specify (name the specific standard if known):

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Please indicate interest(s) for Committee participation purposes:

AREA	INTEREST	
Alternative Energy	<input type="checkbox"/> Electric Vehicles <input type="checkbox"/> Fuel Cells	<input type="checkbox"/> Hydrogen Vehicles <input type="checkbox"/> Natural Gas Vehicles
Construction & Infrastructure	<input type="checkbox"/> Building Construction & Maintenance <input type="checkbox"/> Building Products <input type="checkbox"/> Concrete <input type="checkbox"/> Forest Products <input type="checkbox"/> Infrastructure & Bridges	<input type="checkbox"/> Masonry <input type="checkbox"/> Plumbing <input type="checkbox"/> Structures <input type="checkbox"/> Sustainable Construction Practices <input type="checkbox"/> Welding & Structural Metals
Energy & Utilities	<input type="checkbox"/> Installation-Propane & Natural Gas Systems <input type="checkbox"/> Nuclear	<input type="checkbox"/> Oil & Gas <input type="checkbox"/> Pipeline Systems
Fuels & Appliances	<input type="checkbox"/> Energy Efficiency and Performance <input type="checkbox"/> Gas Appliances and Accessories	<input type="checkbox"/> Oil Equipment and Appliances <input type="checkbox"/> Solid-fuel and Biogas
Health & Safety	<input type="checkbox"/> Community & Personal Safety <input type="checkbox"/> Health Care Technology <input type="checkbox"/> Nanotechnology	<input type="checkbox"/> Occupational Health and Safety <input type="checkbox"/> Technical Public Safety
Electrical	<input type="checkbox"/> Consumer & Commercial Products <input type="checkbox"/> Electrical Installation Code <input type="checkbox"/> Electromagnetic Compatibility <input type="checkbox"/> Industrial Products	<input type="checkbox"/> Information Technology Systems <input type="checkbox"/> Power Engineering <input type="checkbox"/> Wire / Cable & Wiring Devices
Renewables	<input type="checkbox"/> Wind Energy <input type="checkbox"/> Geothermal <input type="checkbox"/> Solar Thermal	<input type="checkbox"/> Photovoltaics <input type="checkbox"/> Marine Energy
Energy Efficiency	<input type="checkbox"/> HVAC <input type="checkbox"/> Industrial	<input type="checkbox"/> Residential <input type="checkbox"/> Lighting
Environment & Business Excellence	<input type="checkbox"/> Climate Change Mitigation & Adaptation <input type="checkbox"/> Environmental & Energy Performance <input type="checkbox"/> Natural Resources	<input type="checkbox"/> Quality Management <input type="checkbox"/> Water Resources

QUALIFICATIONS OF APPLICANT

- A. Is your employer or organization supportive of your involvement in the standards development process and willing to support your time and costs associated with travel to committee meetings? This is a prerequisite for the vast majority of our members.

Yes No

If employer / organization support is not available, other options such as the Young Professionals Member Program or CSA Consumer Program may be discussed should other qualifications support your successful application. *Please see details provided in the **Information for Committee Member Applicants** section below.*

Please indicate if you are interested in exploring opportunities for Membership under either (or both) of these Programs:

Young Professionals Member Program Consumer Program

- B. Do you have any previous standards development committee experience, or do you presently participate on any standards committees? If Yes, please provide details.

Yes No

Details:

- C. Please describe your education, experience and relevant activities. We suggest attaching a resume to your application.

Key Details:

- D. Please provide any additional information pertaining to your application for Committee Membership.

Key Details:

- E. Have you ever been employed by CSA Group?

Yes No

PROTECTION OF PERSONAL INFORMATION, DECLARATION AND SUBMISSION

CSA Group uses the information in this application for three purposes:

1. We will assess your qualifications as a potential Committee Member to ensure that CSA Committees contain a fair balance of interests.
2. If you are placed on a Committee, the contact information provided such as your name, organization, address, email, telephone and fax numbers will be shared with other Members (and their constituency) of the same Committee.
3. The information will be used by CSA Group for the purpose of providing Member benefits and other related information.

Visit CSA Group's Corporate Policy on Confidentiality and Privacy at www.csagroup.org/legal for details on how personal information is protected.

- I attest that all information on this application is true and accurate.

Date: (yyyy-mm-dd)

How to submit your application:

Please send Application and supporting documents to member@csagroup.org or as otherwise directed, for example, in response to a Call for Participation from our [CSA Communities](#).

Completing an application does not guarantee committee membership, which is at the discretion of CSA Group.

For questions about Committee Membership, or the application process, please contact Member Services at member@csagroup.org

END OF APPLICATION FORM

The Organization

CSA Group is a not-for-profit, member-based association serving business, industry, government and consumers in the global marketplace.

As a solutions-oriented organization, we work around the world to develop standards that address real needs, such as enhancing public safety and health, advancing the quality of life, helping to preserve the environment and facilitating trade.

CSA Group works as a facilitator bringing together the knowledge and expertise of its members to develop standards needed by society and the marketplace. Committee members contribute their time and technical expertise, working to reach consensus on the scope and content of a standard. CSA Group's success in achieving its purpose is dependent on its members and staff working together.

Members of CSA Group must abide by the by-laws that govern the organization and activities of the Canadian Standards Association.

Types of Committee Membership

There are various committees, councils and boards within the CSA Group Member organization structure. Details are provided here on the two most prevalent committee types; Technical Committees and Technical Subcommittees.

Technical Committees (TCs)

Members of Technical Committees are designated as voting or non-voting based on various factors. A voting member is assigned to an interest category as part of a balanced matrix of stakeholders defined for that Technical Committee and is obligated to respond to formal ballots issued for the standard under development. A non-voting member will also contribute their expertise and stakeholder perspectives relevant to the standard and will be asked to submit comments, rather than vote, during formal ballots.

Technical Subcommittees (TSCs)

Technical Committees may decide to create a Technical Subcommittee(s) to support the development of the standard, or various portions of the standard. In order to maintain communication and continuity between the Technical Committee and Technical Subcommittees, the Chair and other members of the Technical Subcommittee may also be members of the 'parent' Technical Committee.

The role of the Technical Subcommittee is to prepare recommendations and / or draft the content of the standard for formal approval by the Technical Committee.

Committee Appointment

With the concurrence of the CSA Project Manager, the Executive Committee or Chair may authorize appointment to a Committee based on the following:

- Qualifications of the applicant
- Managing the size of each committee so that the committee is able to function efficiently while representing relevant interests and technical expertise
- Specific to Technical Committees, maintaining a balance of interests within the membership

Requirements of Committee Membership

In becoming a Committee Member, the individual makes a commitment to attend meetings consistently, read and respond to committee materials, return ballots promptly, and work constructively and collaboratively toward committee goals. There are no dues associated with CSA membership.

Internet access is necessary to participate in standards development activities through the online CSA Communities and to utilize standards development systems and tools.

As outlined in our by-laws, Members are entitled to one vote in elections for Directors of the Association and at General Meetings of the Association notwithstanding that the Committee Member may be a member of a number of committees, councils or boards of CSA Group.

CSA Group by-laws define and govern the actions of our members in compliance with Canada's *Not-for-profit Corporations Act*. They are an integral part of our commitment to upholding the integrity of our organization.

Young Professionals Member Program

The objective of the CSA Young Professionals Member Program is to encourage and support the future generation of standards developers and ensure their perspectives are reflected in our standards. Typically, a young professional is considered to be someone with less than 10 years of experience. Funding for meeting expenses may be available. A Young Professionals Member Program representative will contact you to further discuss details if you are interested in this Program.

Consumer Program

The importance of including the consumer and end user point of view in developing standards has long been recognized by CSA Group. Our Consumer Program provides for the coordination and support of work, including funding of meeting expenses where needed, by volunteer Members serving as Consumer Representatives at both the national and international levels. The Consumer Program Manager will contact you to further discuss details if you are interested in becoming a Member serving as a Consumer Representative.