



CALL FOR EXPRESSION OF INTEREST (EOI) #1

****Data Collection – Government Relations – Advocacy Training and Campaign – Member engagement and communication****

THEME: Impacts of Return-to-Office (RTO) on equity groups within the federal government

BACKGROUND

The [Canadian Association of Professional Employees \(CAPE\)](#), through a member resolution passed in December 2022, was given the mandate to *‘initiate a vigorous campaign [See Annex, p 6 for details] – rooted in engagement with its equity deserving members – to explore ways to minimize the impacts of return-to-office policies in undermining union and employer policies around equity.’*

Due to its limited capacity, CAPE is looking to hire an external firm with **advocacy, communications, government relations, stakeholder engagement, data research and analysis** and **project management** capabilities and expertise. The firm will be supporting CAPE in operationalizing the resolution by designing and carrying out the various related activities, and project manage the implementation of the resolution, in collaboration with CAPE, from start to finish. The firm needs to have the ability to offer some of its support in French. Furthermore, firm will be responsible for ensuring the content destined for publication and dissemination (members or the public) is offered in both **official languages**, at equal level of quality.

BUDGET

A budget of \$200,000 has been planned to carry out this resolution, with around 75% of it set aside to cover the portion of the project managed by the firm.

HOW TO EXPRESS INTEREST

Firms interested in being considered for this project must send CAPE an email at general@acep-cape.ca with subject line **“EOI #1: Equity Resolution”** by no later than **Thursday February 9, by COB (EST)**.

The email should contain general information about the firm and provide enough information

for a quick assessment of the firm’s suitability for handling this project, in reference to the information provide herein.

Only shortlisted firms will be invited to submit a technical and financial proposal at a later date.

Questions can be submitted to:

Katia Theriault

Director of Communications and Public Affairs

ktheriault@acep-cape.ca or 613-236-9181 ext. 225.

DETAILS OF THE PROJECT

The information below captures the tentative plan developed in collaboration with drafters and attempt to cover all details of the overall project, including expected deliverables. Those can be modified and adjusted along the way, for as long as the overall strategic objectives are met irrespective of any changes made, and that changes are within the allocated budget.

I. RESOLUTION

Wording of the approved resolution (relevant to vendor/firm):

Be it resolved that CAPE initiates a vigorous campaign [See Annex for details, p5] – rooted in engagement with its equity deserving members – to explore ways to minimize the impacts of return-to-office policies in undermining union and employer policies around equity.

II. BACKGROUND & MANDATE

Following the adoption of a membership resolution through a membership vote in 2022, CAPE’s National Office has the mandate to engage members of equity deserving groups on the impact of RTO and explore mitigation measures through a “vigorous campaign”.

Note: In Oct 2022, CAPE requested a clarification of the term “vigorous” which is included below. The mover and seconder had stressed that the consultation should build off *work already done and avoid new work*.

In 2023, CAPE must undertake the following:

RTO DATA INFO CAMPAIGN/CONSULTATION: Conduct a vigorous campaign – rooted in engagement with CAPE equity deserving members – to explore ways to minimize the impacts of return-to-office policies in undermining union and employer policies around equity.

III. STRATEGIC ASPIRATION

What success looks like: equity considerations begin to be better understood and lead to changes to the policy based on the evidence and arguments collected. Requests for accommodation on this basis are better managed thanks to the amplification of data-driven evidence and arguments collected and amplified by CAPE directly and through the help of locals and members engaged in department-level advocacy supported by CAPE.

IV. OVERVIEW OF ROLL OUT REQUIREMENTS

1. CONSULTATION

a. Consultative meetings with leaders of federal equity deserving networks/communities

- 1) Identification of relevant leaders across the GoC (equity deserving groups – including visible minority networks, employees with disability networks, antiracism networks, LGBTQ networks, women’s networks, and the leaders of the Black Public Servants class action lawsuit & Indigenous class-action lawsuit).
- 2) (Recommendation by drafters: *CAPE to consult with PSAC and PISPC to tap into their knowledge and networks and work horizontally on this initiative. TBD*)
- 3) Outreach: emails, letters about campaign, objectives and need to connect
- 4) Draft discussion questions
- 5) Set up group or individual meetings with the goal of collecting a list of demands and concerns relating to RTO directive from the groups above.
- 6) Report generated and translated (Part A)

b. Data collection, analysis, compilation and amplification (to occur in tandem with the above activities)

- 1) Collection of secondary data (studies, surveys, consultant reports) done in departments on the topics of workplace discrimination, equity, and RTO concerns via various expeditious means (TBD) including the RTO questions on the 2022 PSES survey.
- 2) Analysis and summary of data from these reports
- 3) Literature review on equity dimensions of RTO
 1. Unequal risk of contracting COVID-19 (or other life-threatening contagious illnesses in the workplace: percentage of Canadians with an [underlying health condition](#) which puts them at risk of negative COVID-19

complications; mortality rates and risk of [post-COVID condition](#) by gender and [race](#).

2. Benefits of remote work for equity-seeking groups: e.g. reduced microaggressions, ability to succeed at work, mental health, caregiving, etc.
3. Making the case for a Gender-Based Analysis (GBA) Plus analysis of the RTO policy given important changes to the contextual environment during the pandemic: e.g. increased children's sicknesses and potential for spread, reduced availability of childcare, transportation availability, etc.
- 4) Report generated, translated, packaged (brand) and made public (amplification)

2. ADVOCACY & COMMUNICATION (INFO CAMPAIGN)

a. Launch advocacy plan and tools for members to use in convo with their management:

- 1) The delivery of data communication package that would include communications tools specifically designed for locals and members for guidance and language to use to advocate for their position referencing the data collected (brief for members "How TRO affects equity-seeking groups"; cheat sheets; talking points; graphs, pre-made decks, etc.)
- 2) The delivery of a dissemination plan to amplify the data and its roll out, which would include a range of allies, including but not limited to: locals leaders, other public service unions and NJC to disseminate final report (A + B) and discuss coordination of action.
- 3) Dissemination of report and brief to CAPE members and communication to CAPE members on dissemination action plan.
- 4) Communication of questions, demands and dissemination of report to all Deputy Ministers across the federal public service and TBS.
- 5) Report to TBS, other unions, NJC (Part A)
- 6) Press release and media communication relating to the report and demands.

V. EXPECTED OUTCOMES

- 1) This project is ideally be completed in the first half of 2023
- 2) CAPE locals and members receive usable communications tools based on data and evidence collected on the equity dimensions of RTO that members can use in their RTO discussions with management/requests for accommodation, which can be supported by CAPE's LROs.
- 3) Using data and evidence collected, CAPE raises equity dimensions of RTO and the need to conduct GBA Plus analysis of RTO policy in interactions with decision-makers, senior government officials (TBS president and others), media, other unions and stakeholders.

BUDGET BREAKDOWN

The budget will cover the production of all the deliverables above, which includes but is not limited to: research firm/consultants and additional staff time and over time (project and vendor management from start to finish), costs involved with the hosting of bilingual, interpreted consultative hybrid events/meetings, related logistics and catering. Also included is the production of bilingual content, packaging and dissemination. Accommodation, traveling, and member pay reimbursement (when/if necessary).

ABOUT CAPE

With over 23,000 members, the Canadian Association of Professional Employees (CAPE) is the third-largest federal public service union in Canada — dedicated to advocating on behalf of federal employees in the Economics and Social Science Services (EC) and Translation (TR) groups, as well as employees of the Library of Parliament (LoP), the Office of the Parliamentary Budget Officer (OPBO) and civilian members of the RCMP (ESS and TRL). For more information acep-cape.ca.

***** ANNEX 1 *****

Defining “vigorous campaign”.

Email from **RESOLUTION DRAFTER**: Oct. 13 2022, 9:03 AM

Dear M. Ouellette,

To clarify what we mean by vigorous:

1. Speedy - the return to office (RTO) is already underway. The employer is sending employees back with no plan to address the issues raised in our resolution, and so time is of the essence. CAPE does not need to determine whether in-office work is problematic for the groups specified (it is already well-documented in the literature), but it could engage on the extent of these issues, and engage with employees on what they might want to see to support the RTO, or alternatively support for remaining at home.

2. Breadth of the consultation:

- The consultation should build off of work already done in departments (studies, consultant reports, etc). These should be ATIPed based on the proactive disclosure contracts that were awarded in the last 5 years across the GoC on racism and discrimination in the workplace for equity groups

- CAPE should ensure they they cover the breadth of these groups, with an oversampling of the groups that the literature points to as having the most issues - likely Black, Indigenous, and people with disabilities.

In conclusion, vigorous implies speed and breadth of inquiry based on the current literature and study findings - build off of what is already available rather than repeating it.

Following that, the union should identify a set of actions it can take to best address these disadvantages.

Best wishes,

[DRAFTER]