

Human Rights Task Force Timeline

Revised March 13, 2017

Meeting	Date	Agenda Topics	Goals
STAGE 1 – DEVELOPING AN UNDERSTANDING OF HUMAN RIGHTS AT BROCK & REFINING THE PLAN AND PROCESS OF THE HUMAN RIGHTS TASK FORCE			
#1	July 7, 2016	a. Introductions b. Procedures c. Timeline d. Introduction to Human Rights Presentation & Discussion	a. Procedures - Agreement on procedures b. Process – Discussion of process/timeline c. Concepts - Shared understanding of human rights and how they apply within the University setting
#2	Aug. 29 – 31, 2016	a. Revised timeline b. Communications plan c. HRTF resources d. Human rights context (society, university sector, Brock) e. Human rights landscape at Brock	a. Process – Agreement on revised process/timeline b. Communications – discussion of communications plan c. Resources – clarity regarding resources available to HRTF d. Context - understanding of societal context within which the HRTF operates e. Introduction to human rights at Brock – knowledge of the human rights landscape at Brock
#3	Sept. 12 – 16, 2016	a. In-Depth “Human Rights 101” presentation & discussion b. Human Rights at Brock presentation (review of policies, processes, services, supports)	a. Legal requirements - Understanding of Brock’s legal obligations regarding human rights b. Brock practices – understanding of Brock’s policies, processes, services & supports
STAGE 2 – INFORMATION GATHERING			
#4	Sept. 26 – 30, 2016	a. Concerns from administrative units – submissions from: <ul style="list-style-type: none"> • OHRES • HR • Campus Security • Students at Risk team 	a. Concerns – understanding of concerns from an operational perspective
#5	Oct. 3 – 7, 2016 (Oct 11-14: Fall Break)	a. Best practices at other universities – presentations from human rights staff from other universities on the structure and function of human rights offices b. Learnings from the literature / research – presentations from Brock researchers on human rights, diversity and inclusion.	a. Benchmarking & leading practices – appreciation of how policies, processes, services & supports interact at other universities, ideas for improvement b. Evidence-based decision making – awareness of insights from research

#6	Oct. 20, 2016	a. Further concerns from administrative units – continuation of the panel discussion from Meeting #4 <ul style="list-style-type: none"> • OHRES • HR • Campus Security • Students at Risk Team 	a. Concerns – understanding of concerns from an operational perspective
#7	Oct. 24, 2016	a. Thematic meeting: Sexual Violence at Brock University b. Presentations from the Sexual Violence Prevention Committee, A Safer Brock and from Brock researchers c. Presentations and input from the Brock community on the topic of sexual violence	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for sexual violence, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#8	November 7, 2016	a. Thematic meeting: Racial Climate at Brock University b. Presentations from the Racial Climate Task Force, Aboriginal Student Services c. Presentations and input from the Brock community on the topic of racial climate at Brock	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for racial injustice, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#9	November 24, 2016	a. Thematic meeting: Ableism at Brock University (Mental Health and Physical Disabilities) b. Presentations from the AODA Coordinator, Services for Students with Disabilities c. Presentations and input from the Brock community on the topic of ableism at Brock	a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for students with disabilities, ideas for improvement b. Evidence-based decision making – awareness of insights from research
STAGE 3 – INTERIM REPORT			
#10	Nov. 29, 2016	a. Debrief on internal consultations Agreement on principles for interim summary report of recommendations to circulate to the Task Force	a. Synthesize learnings from consultation – identify key issues, shared concerns etc. b. Informed recommendations – develop understanding of issues, gaps, needs
#11	Dec. 15, 2016	a. Discuss and vote on preliminary recommendations (if any) b. Agree on framework for interim report to Brock community	a. Identify issues – agreement on common themes and concerns with current policies, processes, services & supports b. Determine immediate concerns & interim report – develop plan for interim report & preliminary recommendations, if any c. Agree on specific recommendations – draft wording for recommendations

#12	Jan. 12, 2017 (Winter term begins Jan. 9)	<p>a. Discussion regarding interim recommendations</p> <p>b. Review of draft interim report</p>	a. Review of draft interim report
STAGE 4 – CONSULTATION			
#13	Jan. 19, 2017	<p>a. Approval of draft interim report</p> <p>b. Consultation plan:</p> <p>a. Who to consult</p> <p>b. How to consult (focus groups, town halls, drop in sessions, online, individual meetings etc.)</p> <p>c. What to consult on (approach / questions to ask)</p> <p>d. When - timing</p>	a. Consultation plan – agreement on consultation plan (who, what, where, when, how etc.)
	Jan 20 – Feb 20, 2017 (Reading Week: Feb 20 – 24)	<p>a. Consult with stakeholders on interim report – e.g.</p> <ul style="list-style-type: none"> • Students • Student unions • Student clubs • Employee unions • Senate <p>Brock Community</p>	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
#14	Jan 30 – Feb 3, 2017	<p>a. Consult with union equity officers on draft interim report, as well as experiences with policies, processes, services and supports, including:</p> <ul style="list-style-type: none"> • BUFA • BUSU • CUPE 4207 • GSA • IATSE • OSSTF <p>b. Presentation on Equity Audit by Equity Audit Working Group</p>	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p> <p>c. Decision-making – decision re: equity audit</p>
STAGE 5 – FINAL RECOMMENDATIONS & REPORT			
#15	March 2 – 3, 2017	<p>a. Debrief on external consultations</p>	<p>a. Synthesize learnings from consultation – identify key issues, shared concerns etc.</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
#16	March 13, 2017	<p>a. Debrief on further external consultations</p> <p>b. Discuss and narrow down final recommendations</p>	<p>a. Synthesize learnings from consultation – identify key issues, shared concerns etc.</p> <p>b. Agreement on specific recommendations – draft wording for recommendations</p>

#17	March 21, 2017	a. Discuss and narrow down final recommendations b. Vote on recommendations c. Review draft of final report to President and Brock Community	a. Approval of recommendations – draft wording of recommendations b. Agreement on outline of draft report
#18	March 28, 2017	a. Review second draft of final report to President and Brock Community b. Review of appendices to final report c. Communication plan d. Next steps	a. Approval of recommendations – draft wording of recommendations b. Approval of appendices to final report – draft wording of appendices c. Approval of communications plan for final report
#19	April 10 - 15, 2017*	a. Vote on final report b. Vote on appendices to final report	a. Approval of final report
	April 15, 2017*	Distribute final report to President & Brock community	

* *dates have been extended*