Organizations and project leaders will appreciate this check list to identify and become aware of key management issues influencing the attraction and retention of women engineers as employees.

A gender balanced engineering team means competitiveness in innovation and in meeting client or stakeholders needs.

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Capacity building to create equal opportunities within the engineering profession

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1. In your country’s engineering organization:
   - Do you keep track of gender %?
   - Is the % of fellows similar between gender?

2. In your organization:
   - What is the % of women on your board?
   - How many awards are given to women, including the most prestigious?
   - How many women were recognized for their contributions by being promoted?
   - In presenting engineering to pre-college students, is your material adapted to girls and how many women model are used?

3. Does your organization:
   - Show its segregated data to the youth and ask for their comments?
   - Show commitment and willingness to attract women engineers and how is this achieved?
   - Consult its female engineers when building human resource policies?
   - Seek professional help in building its capacity to attract and retain women engineers?

4. In presenting papers/documents, how often do you:
   - Consider in the subject you present, the needs of women?
   - Recognize the contribution of women?
   - When organizing an event, what is the gender ratio for accepted papers, for women in the organization committee and as keynote speaker?

5. During training/workshop sessions, do you consider:
   - Work life balance logistic which facilitate the attendance of women?
   - Running the event without stereotyping, such as assigning secretarial roles to women and chairing roles to man?

6. In corporate agreements signed with other organizations:
   - Does the scope consider concerns and needs of women engineers?

7. In your institutional documentation (web site/portfolio):
   - Are both genders equality represented in pictures?
   - Are both genders seen to share all hierarchical levels?

8. When mainstreaming the budget of your institution:
   - Are the annual training and travelling budgets equally/proportionally allocated between genders?
   - Are funds allocated to initiating and holding unique activities for women engineers?

9. When funding trips to WFEO activities:
   - What is the % allocated to each gender, in terms of participants, speakers and facilitators?
   - In terms of selected participants, what is the % by gender?
   - What criteria are used to select the attendees?

10. In your WFEO standing committee:
    - What % of women hold executive/leadership roles?
    - How many women have requested/were invited to join and to lead a group?
    - At your last meeting, what was the % of women contributors?
    - What are the criteria’s for joining?
    - What was the % of women taking part in your activities?