

Preparing for the Assessment Meeting: A Checklist for Regulators

The Office of the Fairness Commissioner (OFC) manages a **strategy** designed to improve registration in Ontario's regulated professions. The strategy explains the OFC's approach to compliance with the fair access legislation and the process for assessment of regulatory bodies. The assessment meeting between senior staff of the regulatory body and the OFC is a key **step** in this strategy.

The purpose of the meeting is to discuss how well your regulatory body is meeting its fair access obligations. It is an opportunity for you to provide final comments and evidence to inform the OFC's findings before the assessment report is completed.

BEFORE THE MEETING

The OFC sends you its assessment report 20 business days before the meeting. The report includes assessment findings, commendable practices and recommendations for improvement. During these 20 days, you may make additional comments or provide supporting evidence you have not previously submitted.

The OFC sends a formal agenda approximately one week before the meeting.



TO PREPARE FOR THE MEETING

- Review the agenda.
- Review the assessment report.
- Prepare questions and supporting evidence you might have for the OFC.
- Think about actions you can plan to address recommendations, if any.
- Identify practices which you consider worthy of sharing with other regulatory bodies.
- Prepare to discuss changes to registration that have occurred since your last annual meeting with the OFC; e.g., revised registration practices; data trends; provincial, national or international projects that affect registration; regulation, by-law and policy changes; and trends in registration-related inquiries and/or complaints.



DURING THE MEETING

The OFC will discuss the following:

- OFC **fair access priorities**
- assessment findings and recommendations
- actions for improvement and next steps
- **exemplary practices**
- data trends
- regulation/by-law and policy changes
- projects or activities underway
- applicant issues and trends in complaints

AFTER THE MEETING

Within 10 business days, the OFC finalizes the assessment report and sends it to you along with a template for an action plan and instructions about communicating the plan.

Ten business days after that, the OFC publishes a summary of the assessment report at www.fairnesscommissioner.ca.

QUESTIONS?

Contact your program adviser at the OFC.