



PPS Equity & Diversity Committee Consultation Request Form

PPS employees seeking to consult with the Equity and Diversity Committee (“EDC”), must submit this form to the EDC Co-Chairs by email. Employees should attempt to complete all sections of the form to assist the EDC in understanding the request; however incomplete forms will still be considered.

Standard turnaround time for consultations to be reviewed and returned with feedback is about 4 weeks.

Date of Submission:	
Submitted by:	
Chief Crown Attorney & Office:	
Accused Name & File Number (if applicable):	
Brief Statement of Facts/Situation: If consultation is sought for a file, provide synopsis of facts (and attach any relevant supporting material). If not file related, briefly describe matter that requires consultation.	
Key Issues for Consultation: Describe the key issues, concerns or knowledge gaps that you would anticipate being addressed by the consultation.	
Previous Consultation and Review: Describe any past involvement by Crown Attorneys, Chief Crown Attorneys, or other PPS staff in this matter.	
Case Law/Legislation/Policy Review: Identify any case law, legislation, policies and/or other resources already reviewed and how it may apply to this matter.	
Are there any timing issues or deadlines that affect when review and feedback are required?	



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EDC Review & Advice

Reviewed by: Names of EDC members involved in review & advice.	
Format of Advice (check all that apply):	<input type="checkbox"/> Written feedback <input type="checkbox"/> Verbal feedback <input type="checkbox"/> Case conference
Date Advice Given:	
Advice Provided (attach any supporting documents): Summary of any advice & feedback provided by EDC.	
Outcome of the Case/Situation: Follow-up with individual(s) who submitted request for consultation. Provide a summary of any action taken as a result of EDC advice and provide overall outcome of the matter (i.e. impact on case resolution or trial decisions, press release issued, change in policy, directives from Management, etc).	