

May 31, 2016

**MEMORANDUM TO:** Employment Ontario Service Providers

**FROM:** Regional Directors

**SUBJECT:** EOIS External Reference Group

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In follow-up to ADM David Fulford's recent communication about the ministry's Employment Ontario Information System ([EOIS](#)) [User Engagement Strategy](#), I would like to invite EOIS users to volunteer and participate in a provincial EOIS external reference group.

It is my expectation that this group will provide insights into opportunities for improvement in EOIS design and support as well as identify opportunities to expand online service to Employment Ontario clients. Members will be selected to achieve a desired level of reference group user diversity (i.e. program, region, user capacity, etc.). Furthermore, while not all volunteers will be selected for participation in the external reference group, the ministry will be establishing additional mechanisms to get feedback from our broader EOIS user community.

We request that you have the support of your organization to volunteer and be able to commit to a two-year term if you are selected for participation. It is expected that members participate in two full-day meetings per year and contribute a few hours each month to reference group activities.

To express your interest, please tell us more about yourself by completing the [expression of interest](#) by Friday June 24, 2016.

If you have any questions, please contact your employment and training consultant.

*(Original signed by)*

Regional Directors

Employment and Training Division