

# Accountabilities Charter

Accountability: "A situation where an individual can be called to account for his/her actions by another individual or body authorized to do so and to give recognition to the individual for those actions".

**In order to focus on results in a cohesive manner, Environment Canada sets out the following accountabilities:**

## Functional

### Environmental Management Board

#### EMB as a committee:

- sets departmental direction and makes decisions on policies, resources, priorities, and results
- monitors progress and adjusts as required
- Members are accountable to support EMB direction and, within this context, deliver on their individual accountabilities

**Business Lines exist to bring focus to results. Members come together to set directions, priorities, strategies, results, resource levels, delivery standards and performance measures for the Business Line.**

#### *Business Line Lead*<sup>1</sup>

- BL Functional leadership (analysis, strategic considerations, challenges) and support in a manner which builds consensus.
- Building shared ownership among EMB colleagues of Business Line direction, strategies and priorities.
- Creating support mechanisms to Business Lines as appropriate.
- Bringing the BL view point to EMB decision making.
- Bringing solutions (with strengths and weaknesses) to the DM when consensus can't be reached on resolving significant program, policy or resource issues.

#### *Business Line Member*<sup>2</sup>

- Actively participating in, influencing Business Line planning/resource decision making, and negotiation of accountabilities.
- Bringing organizational perspective to BL decision making.
- In addition, to enhance departmental integration, each member contributes:
  - RDGs: balancing the combined impacts of three Business Lines' priorities and resource decisions on integrated delivery of results;
  - ADMs: linkages between BLs they lead and those of which they are members;
  - Corporate Functions: consistency of BL directions with the overall departmental, ministerial and governmental direction.

## Organizational

**Organizations are where day-to-day decisions are made to implement the strategic business of the department.**

#### *Assistant Deputy Minister*<sup>3</sup>

- Service resources and results, consistent with BL priorities, strategies, results and commitments.
- National lead on specific / assigned files (e.g. Science and Technology).
- Representing EC nationally (and internationally) and building partnerships to advance results.
- Organizational management, including: Finance, HR, EMS, Health & Safety.

#### *Regional Director General*

- Regional integration, resources and results, and regional priorities, consistent with BL priorities, strategies, results and commitments.
- National lead on specific / assigned files.
- Representing EC interests, policies regionally and building partnerships to achieve results (e.g. provinces/territories, First Nations).
- Organizational management, including: Finance, HR, EMS, Health & Safety.
- Regional contribution to Corporate Functions.

## Corporate

**Corporate Functions address management and policy issues that cut across functional and organizational lines.**

#### *Corporate Functions*<sup>4</sup>

- Providing leadership in strategic thinking for broad policy directions and resource strategies.
- Developing and reviewing major policies, strategies, priorities and orientations (including resources) for the department as a whole on an ongoing basis.
- Providing leadership and services in the areas of communication, economic analysis, ministerial support, international relations, finance, administration, human resources management, legal services, information technology, planning, reporting and review.
- Representing EC to Parliament and Central Agencies for issues involving the department as a whole.
- Oversight of departmental policy relations and partnerships with OGDs and other jurisdictions (including international, provincial, and aboriginal) on issues having department-wide implications.

<sup>1</sup> Includes ADM Corporate Services

<sup>2</sup> All EMB members

<sup>3</sup> Includes ADM Corporate Services and ADM Policy and Communications

<sup>4</sup> Includes Senior ADM, ADM Corporate Services, ADM Policy and Communications, Regional Directors General, DG Human Resources, General Counsel, Regional Directors General perform and integrate various elements of the corporate functions as required in their region.