

Template Instructions for Departmental Performance Reports

The following set of templates is designed to assist departments in the preparation of their Departmental Performance Reports (DPR).

In order to download these templates into MSWord or WordPerfect, simply select the appropriate format and save the document in either MSWord or WordPerfect.

Please ensure your Show/Hide ¶ (in MS Word) or your Reveal Codes or Show ¶ (in Word Perfect) is on.

Inside cover – The Minister must sign this page, if the Minister has not signed his/her message. If the Minister has signed his/her message, delete the signature block at the bottom of the page.

Table of Contents – Once you have completed your document in:

MS Word	Word Perfect
Select – Insert Index and Tables;	Select – Tools and Reference;
Select – Table of Contents	Select – Table of Contents
Select – Options - If you wish to change the default setting, otherwise the table of contents will pick up headings 1, 2 and 3.	Select – Mark 1 and define the first heading to be generated in the table of contents. Select – Mark 2 and define the second heading to be generated in the table of contents. Select – Mark 3 and define the third heading to be generated in the table of contents.

Section I - Identification Page – Ignore this page. It is for identification purposes only.

Minister’s Message – This page will consist mostly of text, it does however provide a special area to insert a picture of the Minister. If a picture is not required, simply select the area and delete it.

Management Representation Statement – Type over the uppercased instructions asking for the fiscal year and department’s name. The Deputy Minister (or an equivalent) must sign this page.

Program Activity Architecture (PAA) Crosswalk – Departments that have received approval from Treasury Board to modify their PAA (strategic outcomes and program activities) must provide a crosswalk (down to the program activity level) that compares the old structure to the new. Departments must also provide a redistribution of financial resources and provide an explanation as to when and why the restructuring took place.

Summary Information – This is displayed in table format. If the information cannot fit on a regular portrait 8 1/2 X 11 page, then landscape the section and adjust the columns accordingly:

- **Department’s Raison for Existence** – Type in text. As appropriate, include the vision, mission, and/or mandate of the department, as well as an explanation as to why the department exists and how it benefits Canadians through its strategic outcomes;
- **Total financial resources** – Type total amounts in the appropriate boxes;
- **Total human resources** – Type total amounts in the appropriate boxes;
- **Summary of performance in relationship to departmental priorities**– Insert a list of departmental priorities, program activities and their key expected results (from the PAA) that supported the priority. This information should be consistent with what was provided in the department’s corresponding RPP document.
- **Alignment to Government of Canada Outcomes** - The whole of government framework requires the alignment of departmental SOs and their related program activities to the corresponding Government of Canada outcome.

Summary of Departmental Performance - The “Summary Information” table must be followed by a narrative section. The narrative section is to provide an overall description of the department’s performance for 2005–06. All key elements provided in the summary table must be explained. This section should provide the department’s overall performance in relation to the previously set priorities; it should also indicate the progress toward departmental strategic outcomes and how it is supported by the program activities; and outline how the departmental strategic outcomes contribute to broader government-wide objectives.

To better explain the department’s overall performance, it is recommended to set the stage for the reader by explaining the department’s *operating environment* and the *context* that have affected the department’s performance for 2005–06.

Again, the *operating environment* explains the conditions under which a department manages itself on a day-to-day basis. In some cases, it may be necessary to explain major program delivery mechanisms that affect the department’s working environment, as follows:

- ▶ The department’s main activities may largely consist of funding external organizations and/or individuals through grants, contributions, and/or other transfer payments and, as a result, the department must adhere to the terms and conditions of those grants or contributions; or
- ▶ the department may be managed through the use of a revolving fund; or
- ▶ the department may have authority to spend revenue received during the year (net voting), etc.

Part of the departmental *context* are the internal and external factors that can affect a department’s performance or the delivery of its programs and services. These may include but are not restricted to:

- ▶ internal restructuring;
- ▶ changing economic, technological, social, or political conditions;

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- ▶ new or changing policies or government-wide priorities;
- ▶ reliance or dependence on key partners, clients, or stakeholders;
- ▶ recommendations made by parliamentary committees or the Auditor General (see Table 17 of these guidelines); and
- ▶ changes in patterns of demand for goods and services.

It is important to discuss the risks, challenges, and opportunities associated with these factors and how they affect the department. This section might also include a brief environmental scan highlighting relevant statistics, societal indicators, and horizontal linkages (or external partners) that have affected performance. In particular, if there are any major changes to the plans or the priorities from the previous RPP, the DPR should provide an explanation of those changes, lessons learned, and how these will affect future plans.

Finally, the description of the departmental context must also include a discussion of how departmental strategic outcomes are aligned with Government of Canada outcomes (as listed on page 3). Before finalizing their alignment to those outcomes, departments should contact the Secretariat analyst responsible for *whole of government reporting* to ensure that changes were not made to the most recent version of the report (see the contact list at the end of this guide).

Section II - Identification Page –Ignore this page. It is for identification purposes only.

Analysis of Program Activities by Strategic Outcome

This section is designed to allow departments to provide detailed information on each program activity and, where appropriate, provide additional information on key programs or services (found below the program activity level of the PAA).

- a) Identifying all **strategic outcomes**;
- b) Under each strategic outcome, identify all **program activities**; and
- c) Under each program activity, if applicable, identify all **key programs or services**.

For **each program activity** provide:

- A description;
- Financial and human resources (including planned spending, total authorities and actual spending);
- Expected results and results achieved (including explanations of how they supported the related priorities and/or commitments and progress towards the strategic outcomes; use the performance indicators and targets identified in your MRRS; both positive and negative aspects of performance should be reported); and,
- Lessons learned and strategies to be used for producing better results in the future.

For **each key program or service** provide:

- A description;
- Financial resources;
- Expected results and results achieved (including explanations of how they supported the related priorities and/or commitments and progress towards the strategic outcomes; use the performance indicators and targets identified in your MRRS; both positive and negative aspects of performance should be reported); and
- Lessons learned and strategies to be used for producing better results in the future.
- When the financial amount for key programs and services does not add to the total program activity, departments are to provide a sentence to explain the balance. For example, “Other programs and services that contribute to this program activity total \$XX million; for further information on these programs and services, see Annex X.” Departments are to insert in the annex, in the hard copy of their report, a list of all programs and services for each program activity. If available, departments should also provide a web link for additional information.

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Section III – Supplementary Information – Simply ignore this page. It is for identification purposes only.

Organizational Information – This information is to provide the reader with the department’s mandate; an organizational structure and identify who is accountable at each level down to the assistant deputy minister.

DPR Tables and Templates - Departments are to provide a brief explanation of any major difference immediately preceding the appropriate table.

Table 1: Comparison of Planned to Actual Spending (incl. FTE) –This table offers a comparison of the Main Estimates, planned spending, total authorities, and actual spending for the most recently completed fiscal year, as well as historical figures for actual spending. If necessary, explain any negative or positive variances between the categories.

Table 2: Resources by Program Activities – This table provides information on how resources are used for the most recently completed fiscal year. Once completed, only the columns with content need to be displayed. The Total Main Estimates and Total Planned Spending amounts must be identical to the amounts displayed in Table 1. Any significant variances should be addressed in a paragraph or two, immediately following the Table.

Table 3: Voted and Statutory Items - This table explains the way Parliament votes resources to the department and basically replicates the summary table listed in the Main Estimates. Resources are presented to Parliament in this format. Parliament approves the voted funding and the statutory information is provided for information purposes. Any significant variances should be addressed in a paragraph or two, immediately following the Table.

Table 4: Services Received Without Charge - This table is designed to show the services received without charge by a department. List any relevant services provided without charge and group the remaining services under “Other”.

Table 5: Loans, Investments and Advances (Non-Budgetary) - This table is designed to display the loans, investments, and advances (i.e. the non-budgetary spending) for which a department is responsible. Enter the non-budgetary information first by program activity and describe the loan, investment, or advance. Any significant variances should be addressed in a paragraph or two, immediately following the Table.

Table 6: Sources of Respendable and Non-Respendable Revenue - For those departments that generate revenue, this table identifies the source(s) of respendable and non-respendable revenue at the business line (or program activity) level.

Table 7: Revolving Funds - This table explains the way the department uses revolving funds.

Table 8: Resource Requirements by Branch or Sector - This table displays the department's resource requirements at the Branch or Sector level.

Table 9: User Fees / External Fees

- **Template 9–A – User Fees Act:** this template is offered such that departments may make use of an existing parliamentary vehicle to meet the reporting requirements of the *User*

Fees Act. Departments are encouraged to be as comprehensive as possible and to respect the objective of transparency even in areas where complete adherence (due to lack of information) may not be possible at this time

- **Template 9–B – Policy on Service Standards for External Fees:** On November 29, 2004, Treasury Board ministers approved the *Policy on Service Standards for External Fees*. The Policy requires departments to report on the establishment of service standards for all external fees charged on a non-contractual basis. Although the Policy requires departmental reporting by the 2005–2006 DPR, some departments may be positioned to include information earlier and are encouraged to do so by using the template provided.

Table 10: Major Regulatory Initiatives – Departments that have carried out reforms to major or significant regulations that they administer, or that have introduced new regulations, must comment on the performance of those reforms. A template is provided to meet this requirement.

Table 11: Details on Project Spending -The purpose of this table is to identify departmental projects, capital, lease, information technology and Major Crown projects underway or completed during the reporting period, which exceed their delegated project approval level within the framework established in the government’s project management policy suite and to explain the allocation of resources.

Table 12: Status Report on Major Crown Projects - Major Crown Projects (MCP) have cost estimates that exceed \$100 million and that the Treasury board would assess as high risk. The Treasury Board may also direct that certain projects, with a total cost of less than \$100 million but considered to be high risk, be designated as a MCP. Projects exceeding \$100 million, but that have not been assessed as high risk or designated as a MCP, should not be included in this table. (This table is not intended to report project-like activities or initiatives funded through the Transfer Payment Policy). Projects in the Initial Planning and Identification phase may be included in the Table at the discretion of the department. In order to reduce the volume of printed material, departments are not to include this table in their printed DPR but are to provide a summary listing of MCPs.

Table 13: Details on Transfer Payments Programs (TPPs) – Departments are required to report on the results of TPPs, or the progress made to date, against the planned results stated in the RPPs, for each TPP where total transfer payments exceed five million dollars for the reporting fiscal year. A template is included to provide this information.

Table 14: Foundations (Conditional Grants) - Departments responsible for administering conditional grant funding agreements must incorporate into their RPPs significant expected results to be achieved by the recipients of the conditional grants and situate these results within the overall plans and priorities of the departments for the duration of the funding agreements. A template is included to provide this information.

Table 15: Alternative Service Delivery – The purpose of this table is to display active or completed initiatives to deliver programs or services that contribute significantly to the achievement of a department’s mandate using alternative organizational forms and delivery mechanisms. Additional information is available in the DPR section of the guide.

Table 16: Horizontal Initiatives - A horizontal initiative template must be completed for all major horizontal initiatives that have been allocated federal funds that exceed \$100M for the

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entire initiative, or are key to the achievement of government priorities, or have a high public profile. See the guidelines for more instructions. In order to reduce the volume of printed material, departments are not to include this table in their printed DPR but are to provide a summary listing of horizontal initiatives they are involved in. Additional information is available in the DPR section of the guide.

Table 17: Financial Statements of Departments and Agencies (including Agents of Parliament)– Commencing in 2005–2006, all federal government departments as defined in section 2 of the *Financial Administration Act* and departments with revolving funds are to include financial statements in their DPR..

Table 18: Response to Parliamentary Committees, Audits and Evaluations for FY 2005–2006 - Departments are to provide a list of any responses to parliamentary committee reports, reports of the Auditor General, and internal or external audits and evaluations that pertain to the department's work for the fiscal year under review, along with a link or reference to more information. (As appropriate, each department should reference significant findings from any internal or external evaluation and audit reports in the body/text of the report using electronic links to refer to more detailed information, as well as explaining their relationship to departmental performance and the next course of action to improve departmental results).

Table 19: Sustainable Development Strategies (SDS) – A template is provided to help departments report progress against the commitments contained in their SDS. Departments may wish to present highlights of their achievements in the DPR and provide a reference to a more detailed progress report.

Table 20: Procurement and Contracting – A template is provided for departments required to report on procurement and contracting elements identified in the guidelines.

Table 21: Service Improvement (SI) – Building on the success of the Service Improvement Initiative, which concluded on December 31, 2005, all departments and agencies should report on the following elements of their service delivery performance: Client satisfaction measurement and progress toward achieving satisfaction targets; Service standards for all key public services; Main achievements in improving service from a client-centred perspective.

Table 22: Travel Policies - All departments and agencies that have travel policies that differ from the TBS travel policies are required to include the provided templates in their DPRs. For other organizations, please include a brief statement in the templates indicating that your organization follows and uses TBS Travel policies parameters.

Table 23: Fuel Storage Tanks - Departments have the option of notifying the Minister of the Environment by April 30, 2006 of the status of their storage tanks **OR** their intention to report in the DPR.

Section IV – Other Items of Interest – Ignore this page. It is for identification purposes only.

This section is designed to provide an area for departments to include additional items of interest that may not be covered in the DPR guidelines.

For example, if departments wish to address corporate services as an item of interest, we would recommend one or two pages be provided that cover the following:

- A description of corporate services (as per the PAA);
- Total corporate services actual spending (as per the Annual Reference Level Update (ARLU)) for the DPR;
- If appropriate, allocation of corporate services funding among the other program activities as displayed in the Main Estimates (based on the allocation model used in the ARLU);
- Sharing of corporate services functions with other departments; and
- Any specific initiatives or areas that affect one or more of the departmental priorities or impact significantly on overall departmental performance (as discussed in Section I) and a clear explanation of how they affect them.

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Enter Department's Name

Enter in year

Departmental Performance Report

Type in Minister's name
Type in Minister's title

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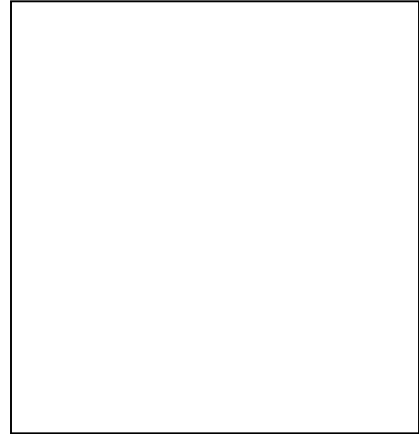
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SECTION I – OVERVIEW

Template Instructions for Departmental Performance Reports

Minister's Message

Begin typing text.

A large, empty rectangular box with a thin black border, intended for the Minister's Message.

Management Representation Statement

I submit for tabling in Parliament, the 2005-06 Departmental Performance Report for INSERT DEPARTMENT'S NAME.

This document has been prepared based on the reporting principles contained in the *Guide for the Preparation of Part III of the 2005-2006 Estimates: Reports on Plans and Priorities and Departmental Performance Reports*:

- It adheres to the specific reporting requirements outlined in the TBS guidance;
- It is based on the department's approved Program Activity Architecture structure as reflected in its MRRS;
- It presents consistent, comprehensive, balanced and reliable information;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved numbers from the Estimates and the Public Accounts of Canada in the DPR

Name:

Title:

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Summary Information

Department's Raison for Existence – *Type in text. (As appropriate, include the vision, mission, and/or mandate of the department, as well as an explanation as to why the department exists and how it benefits Canadians through its strategic outcomes.)*

Financial Resources

Planned Spending	Total Authorities	Actual Spending
\$	\$	\$

Human Resources

Planned	Actual	Difference

Departmental Priorities

Status on Performance			2005-06	
			Planned Spending	Actual Spending
Strategic Outcome:				
Alignment to Government of Canada Outcomes:				
Priority No. 1 (type)	Program Activity - Expected Result	Performance Status		
Priority No. 2 (type)	Program Activity - Expected Result	Performance Status		
Strategic Outcome:				
Alignment to Government of Canada Outcomes:				
Priority No. 3 (type)	Program Activity - Expected Result	Performance Status		
Priority No. 1 (type)	Program Activity - Expected Result	Performance Status		
Strategic Outcome:				
Alignment to Government of Canada Outcomes:				
Priority No. 2 (type)	Program Activity - Expected Result	Performance Status		

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Program Activity Architecture (PAA) Crosswalk

2005-2006					
(millions)	New Program Activity #1	New Program Activity #2	New Program Activity #3	New Program Activity #4	Total
Old Program Activity #1	\$	\$	\$	\$	\$
Old Program Activity #2	\$	\$	\$	\$	\$
Old Program Activity #3	\$	\$	\$	\$	\$
Old Program Activity #4	\$	\$	\$	\$	\$

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SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME

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Analysis by Program Activity

Strategic Outcome:

Identify the strategic outcome.

Program Activity Name:

Financial Resources:

Planned Spending	Authorities	Actual Spending
\$	\$	\$

Human Resources:

Planned	Actual	Difference
FTE	FTE	FTE

Provide the program activity description and its expected results (this should be in accordance with your PAA).

Identify the priority this program activity supports and explain how it supports it.

Continue to address the guideline requirements for this section otherwise delete the line.

Key Program or Service Name:

Financial Resources:

Planned Spending	Authorities	Actual Spending
\$	\$	\$

Provide the key program or service description and the expected results (this should be in accordance with your PAA). Explain which priority the program or service supports.

For each program, service and expected results provide performance indicators to ensure the program or service is on track and that the expected results are being achieved.

Continue to address the guideline requirements for this section.

Other Programs and Services:

Financial Resources:

Planned Spending	Authorities	Actual Spending
\$	\$	\$

List of Other Programs or Services:

1. Name – If possible provide a web link
2. Name – If possible provide a web link
3. etc.

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SECTION III – SUPPLEMENTARY INFORMATION

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Organizational Information

Insert text or chart.

Table 1: Comparison of Planned to Actual Spending (including FTEs)

(\$ millions)	2003-04 Actual	2004-05 Actual	2005-06			
			Main Estimates	Planned Spending	Total Authorities	Total Actuals
Enter the program activity title						
Enter the program activity title						
Enter the program activity title						
Total						
Less: Non-respendable revenue			N/A		N/A	
Plus: Cost of services received without charge			N/A		N/A	
Total Departmental Spending			N/A		N/A	
Full-time Equivalents			N/A		N/A	

If required begin typing text here (otherwise delete this text).

Table 2: Resources by Program Activity

\$ millions

2005-06									
Program Activity	Budgetary							Plus: Non-budgetary	Total
	Operating	Capital	Grants	Contributions and Other Transfer Payments	Total: Gross Budgetary Expenditures	Less: Respendable Revenue	Total: Net Budgetary Expenditures	Loans, Investments, and Advances	
Program Activity title									
Main Estimates									
<i>Planned Spending</i>									
Total Authorities									
<i>Actual Spending</i>									
Program Activity title									
Main Estimates									
<i>Planned Spending</i>									

If required begin typing text here (otherwise delete this text).

Table 3: Voted and Statutory Items

\$ millions

Vote or Statutory Item	Truncated Vote or Statutory Wording	2005-06			
		Main Estimates	Planned Spending	Total Authorities	Total Actuals
XX	Operating expenditures				
XX	Capital expenditures				
XX	Grants and contributions				
(S)	Minister of XXX— Salary and motor car allowance				
(S)	Contributions to employee benefit plans				
	Total				

If required begin typing text here (otherwise delete this text).

Table 4: Services Received Without Charge

(\$ millions)	2005–2006
Accommodation provided by Public Works and Government Services Canada	
Contributions covering employers' share of employees' insurance premiums and expenditures paid by Treasury Board of Canada Secretariat (excluding revolving funds). Employer's contribution to employees' insured benefits plans and associated expenditures paid by TBS	
Salary and associated expenditures of legal services provided by the Department of Justice Canada	
Total 2005–2006 Services received without charge	

Accommodations provided by Public Works and Governments Services Canada can be obtained from Ruth Merkley by telephone at (613) 949-1855 or by e-mail at Ruth.Merkley@pwgsc.gc.ca.
 Salary and associated expenditures of legal services provided by the Department of Justice Canada can be obtained from Arjun Patil at (613) 954-5615.
 The amount to be used for government payments to employee insurance plans, such as the Public Service Health Plan and the Public Service Dental Plan, is eight per cent of the personnel input factor.

If required begin typing text here (otherwise delete this text).

Table 5: Loans, Investments, and Advances (Non-budgetary)

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Spending	Total Authorities	Actual
Enter the program activity title						
Describe the loan, investment, or advance						
Describe the loan, investment, or advance						
Repeat the process as often as necessary						
Total						

If required begin typing text here (otherwise delete this text).

Table 6: Sources of Respendable and Non-respendable Revenue

Respendable Revenue

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Revenue	Total Authorities	Actual
Enter the first program activity title						
Enter source(s) of respendable revenue						
Item 1						
Item 2						
Enter the second program activity title						
Enter source(s) of respendable revenue						
Total Respendable Revenue						

Non-respendable Revenue

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Revenue	Total Authorities	Actual
Enter the first program activity title						
Enter source(s) of non-respendable revenue						
Item 1						
Item 2						
Enter the second program activity title						
Enter source(s) of non-respendable revenue						
Total Non-respendable Revenue						

If required begin typing text here (otherwise delete this text).

Table 7: Revolving Funds

Statement of Operations

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Spending	Authorized	Actual
Respendable Revenue						
Expenses						
Operating						
Salaries and employee benefits						
Depreciation						
Repairs and maintenance						
Administrative and support services						
Utilities, materials, and supplies						
Marketing						
Interest						
Surplus (Deficit)						

If required begin typing text here (otherwise delete this text)

Statement of Cash Flows

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Spending	Authorized	Actual
Surplus (Deficit)						
Add non-cash items						
Depreciation/amortization						
Others (define)						
Investing activities						
Acquisition of depreciable assets						
Cash Surplus (requirement)						

Projected Use of Authority

(\$ millions)	Actual 2003-04	Actual 2004-05	2005-06			
			Main Estimates	Planned Spending	Authorized	Actual
Authority						
Drawdown						
Balance as at April 1						
Projected surplus (drawdown)						
Projected Balance at March 31						

If required begin typing text here (otherwise delete this text)

Table 8: Resource Requirements by Branch or Sector

2005-06					
Organization	Program Activity	Program Activity	Program Activity	Program Activity	Total
Branch/sector name					
Planned Spending					
Actual Spending					
Branch/sector name					
Planned Spending					
Actual Spending					
Branch/sector name					
Planned Spending					
Actual Spending					

If required begin typing text here (otherwise delete this text)

Template 9-A: User Fees Act

				2005-06					Planning Years		
A. User Fee	Fee Type	Fee-setting Authority	Date Last Modified	Forecast Revenue (\$000)	Actual Revenue (\$000)	Full Cost (\$000)	Performance Standard	Performance Results	Fiscal Year	Forecast Revenue (\$000)	Estimated Full Cost (\$000)
				Sub-total (R)	Sub-total (R)	Sub-total (R)			Subtotal	2006-07	2006-07
				Subtotal (O)	Subtotal (O)	Subtotal (O)			Subtotal	2007-08	2007-08
				Total	Total	Total			Subtotal	2008-09	2008-09
										Total	Total
B. Date Last Modified											
C. Other Information											

If required begin typing text here (otherwise delete this text)

Template 9–B: Policy on Service Standards for External Fees

A. External Fee	Service Standard	Performance Result	Stakeholder Consultation
B. Other Information			

If required begin typing text here (otherwise delete this text)

Table 10: Major Regulatory Initiatives

Regulations	Expected Results	Performance Measurement Criteria	Results Achieved

If required begin typing text here (otherwise delete this text)

Table 11: Details on Project Spending

Table not to be included in printed DPR: provide a summary listing of projects that have exceeded their delegated project approval level. Please include the following instruction to guide the reader to the table available on-line:

“Supplementary information on Project Spending can be found at <http://www.tbs-sct.gc.ca/est-pre/estime.asp>.”

Please complete the following table:

	Current Estimated Total Cost	Actual 2003–04	Actual 2004–05	2005–06			
				Main Estimates	Planned Spending	Total Authorities	Actual
Program Activity							
Enter the project name and project phase							
Enter the project name and project phase							
Program Activity							
Enter the project name and project phase							
Enter the project name and project phase							

If required begin typing text here (otherwise delete this text)

Table 12: Status Report on Major Crown Projects

Table not to be included in printed DPR: provide a summary listing of MCPs. Please include the following instruction to guide the reader to the table available on-line:

“Supplementary information on Major Crown Projects can be found at <http://www.tbs-sct.gc.ca/est-pre/estime.asp>.”

Please complete the following items:

1. Description

Type text.

2. Project Phase

Type text.

3. Leading and Participating Departments and Agencies

Lead Department or Agency:	
Contracting Authority:	
Participating Departments and Agencies:	

4. Prime and Major Sub-Contractors

Prime Contractor:	
Major Sub-Contractors:	

5. Major Milestones

Major Milestones	Date

6. Progress Report and Explanations of Variances

Type text.

7. Industrial Benefits

Type text.

If required begin typing text here (otherwise delete this text).

Table 13: Details on Transfer Payment Programs (TPPs)

Table not to be included in printed DPR: include a listing of your completed TPP tables. Please include the following instruction to guide the reader to the tables available on-line:

“Supplementary information on Transfer Payment Programs can be found at <http://www.tbs-sct.gc.ca/est-pre/estime.asp>.

Please complete the following table:

1) Name of Transfer Payment Program						
2) Start Date		3) End Date				
4) Description						
5) Strategic Outcomes						
6) Results Achieved						
	7) Actual Spending 2003–04	8) Actual Spending 2004–05	9) Planned Spending 2005–06	10) Total Authorities 2005–06	11) Actual Spending 2005–06	12) Variance(s) Between 9 and 11
13) Program Activity (PA)*						
14) Total Grants						
14) Total Contributions						
14) Total Other Types of TPs						
15) Total PA						
16) Comment(s) on Variance(s)						
17) Significant Audit and Evaluation Findings and URL (s) to Last Audit and / or Evaluation						

If required begin typing text here (otherwise delete this text)

Table 14: Foundations (Conditional Grants)

Table not to be included in printed DPR: provide a summary list of conditional grants in their DPRs, along with the following statement:

“Further information on these Foundations (Conditional Grants) can be found at <http://www.tbs-sct.gc.ca/est-pre/estime.asp>.”

Please complete the following table:

1) Name of Recipient						
2) Start Date	3) End Date		4) Total Funding			
5) Description						
6) Strategic Outcome(s)						
7) Summary of Results Achieved by the Recipient						
	8) Actual Spending 2003-04	9) Actual Spending 2004-05	10) Planned Spending 2005-06	11) Total Authorities 2005-06	12) Actual Spending 2005-06	13) Variance Between 10) and 12)
14) Program Activity	\$	\$	\$	\$	\$	\$
15) Comment(s) on Variance(s)						
16) Significant Audit and Evaluation Findings and URL to Last Audit & / or Evaluation						
17) URL to Recipient’s Site						
18) URL to Recipient’s Annual Report						

If required begin typing text here (otherwise delete this text)

Table 15: Alternative Service Delivery

Table not to be included in printed DPR: a summary list of programs and services that plan to use ASD initiatives over the next three years. For example:

Over the next three years, Department X will use significant new ASD initiatives or will be renewing existing ASD initiatives for the following programs and/or services.

1. Name of program or service
2. Name of program or service
3. Name of program or service, etc

Further information on these ASD initiatives can be found. <http://www.tbs-sct.gc.ca/est-pre/estime.asp>

Please complete the following table:

Name of ASD Initiative	Current Status	Start-up Date	Contact
Name of program or service			
Name of program or service			
Name of program or service			

If required begin typing text here (otherwise delete this text)

Table 16: Horizontal Initiatives

In order to reduce the volume of printed material, this table is not to be included in the printed DPR.

A summary listing of the horizontal initiatives that are key to the achievement of your strategic outcomes, and indicate if they are the lead or a partner.

The following instruction must be included to guide the reader to the table available on-line: “Supplementary information on Horizontal Initiatives can be found at http://www.tbs-sct.gc.ca/rma/eppi-ibdrp/hrdb-rhbd/profil_e.asp

Horizontal Initiative						
1. Name of Horizontal Initiative			2. Name of Lead Department(s)			
3. Start Date of the Horizontal Initiative		4. End Date of the Horizontal Initiative		5. Total Federal Funding Allocation (start to end date)		
6. Description of the Horizontal Initiative (including funding agreement)						
7. Shared Outcome(s)						
8. Governance Structure(s)						
9. Federal Partners	10. Names of Programs for the Federal Partner	11. Total Allocation	12. Planned Spending for 2005–06	13. Actual Spending in 2005–06	14. Planned Results for 2005–06	15. Results Achieved in 2005–06
1.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
	(c)	\$	\$	\$		
2.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
	(c)	\$	\$	\$		
3.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
		Total \$	Total \$	Total \$		
16. Comments on Variances						
17. Results Achieved by Non-federal Partners						
18. Contact Information		19. Approved by		20. Date Approved		

If required begin typing text here (otherwise delete this text)

Table 17: Financial Statements of Departments and Agencies (including Agents of Parliament)

Commencing in 2005–2006, all federal government departments as defined in section 2 of the Financial Administration Act and departments with revolving funds are to include financial statements in their DPR.

Departments that prepare an annual report that is tabled in Parliament and includes financial statements that are available electronically by the time the DPR's are tabled in the House of Commons. In this case, it is sufficient to include the electronic link to the annual report's financial statements rather than reproduce them in the DPR. This link should be clearly identified and referenced in the department's DPR.

If required begin typing text here (otherwise delete this text).

Table 18: Response to Parliamentary Committees, and Audits and Evaluations for Fiscal Year 2005–06

Response to Parliamentary Committees
Provide a brief summary of any reports and add a link to the department's response. (If no recommendations were received, this should also be noted.) As appropriate, make references in the DPR.
Response to the Auditor General including to the Commissioner of the Environment and Sustainable Development (CESD)
Provide a brief summary of any chapters of reports and add a link to the department's response. (If no recommendations were received, this should also be noted.) As appropriate, make references in the DPR.
External Audits (Note: These refer to other external audits conducted by the Public Service Commission of Canada or the Office of the Commissioner of Official Languages.)
Indicate the name of the audit (as required, make appropriate references in the DPR and add Web links).
Internal Audits or Evaluations
Indicate the name of the audit or evaluation (as required, make appropriate references in the DPR and add Web links).

If required begin typing text here (otherwise delete this text).

Table 19: Sustainable Development Strategy

Department	
Points to Address	Departmental Input
1. What are the key goals, objectives, and/or long-term targets of the SDS?	
2. How do your key goals, objectives, and/or long-term targets help achieve your department's strategic outcomes?	
3. What were your targets for the reporting period?	
4. What is your progress (this includes outcomes achieved in relation to objectives and progress on targets) to date?	
5. What adjustments have you made, if any? (To better set the context for this information, discuss how lessons learned have influenced your adjustments.)	

If required begin typing text here (otherwise delete this text).

Table 20: Procurement and Contracting

Department	
Points to Address	Organization's Input
1. Role played by procurement and contracting in delivering programs	
2. Overview of how the department manages its contracting function	
3. Progress and new initiatives enabling effective and efficient procurement practices	

Table 21: Service Improvement

Annual Reporting Requirement: Departments are required to use their DPRs to specify the activities, goals, and achievements that are helping them increase client satisfaction with their public services. Ongoing service improvement depends on departments' ability to measure levels of client satisfaction, set targets for improving client satisfaction with key services to the public, monitor implementation, and report progress on improvement in client satisfaction for key services to the public. It also entails establishing and communicating service standards for key services, monitoring performance against them, and reporting on progress.

Building on the success of the Service Improvement, which concluded on December 31, 2005, all departments and agencies should report on the following elements of their service delivery performance:

- 1- Client satisfaction measurement and progress toward achieving satisfaction targets*
- 2- Service standards for all key public services*
- 3- Main achievements in improving service from a client-centred perspective*

If required begin typing text here (otherwise delete this text).

**Table 22: Travel Policies
Comparison to the TBS Special Travel Authorities**

Travel Policy Name of xxx (and indicate name of your organization):
Authority:
Coverage:
Principal difference(s) in policy provisions:
Principal financial implications of the difference(s):

Comparison to the TBS Travel Directive, Rates and Allowances

Travel Policy Name of xxx (and indicate name of your organization):
Authority:
Coverage:
Principal difference(s) in policy provisions:
Principal financial implications of the difference(s):

Table 23: Storage Tanks (not mandatory)

Status of Fuel Storage Tanks on [name of department]-owned Land

Annual Report for April 30, 2005

As required under the CEPA, Part IV, *Registration of Storage Tank Systems for Petroleum Products and Allied Petroleum Products on Federal Lands Regulations*, this report provides the information set out in Schedule II of the aforementioned regulation, updated to December 31, 20XX.

The following number of *aboveground* storage tank systems:

Are registered with [appropriate federal department]: _____;

Comply with the *Federal Aboveground Storage Tank Technical Guidelines*: _____;

Do not comply with the *Federal Aboveground Storage Tank Technical Guidelines*: _____.

The following number of *underground* storage tank systems:

Are registered with [appropriate federal department]: _____;

Comply with the *Federal Underground Storage Tank Technical Guidelines*: _____.

If required begin typing text here (otherwise delete this text).

SECTION IV – OTHER ITEMS OF INTEREST

Begin typing text here.