



Government  
of Canada  
Treasury Board  
Portfolio

Gouvernement  
du Canada  
Portefeuille du  
Conseil du Trésor

# Policy Suite Renewal Initiative

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**October 2006**



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# Purpose

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- To provide information and the current status of the Policy Renewal initiative.



## Policy Renewal Goals

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- To clarify through a renewed policy suite, the management responsibilities and accountabilities of Ministers and Deputy Heads, distinguishing between their duties and those of functional experts.
- To create an integrated, streamlined and consolidated policy infrastructure.



# Accomplishments to Date

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## •Established Governance process

- Portfolio Policy Renewal Steering Committee and Management Policy and Oversight Committee (MPOC);
- Policy Council, HRMIC, HRMAC;
- Policy Renewal Directorate (TBS) and PSHRMAC Policy Renewal Team;
- All policy centers now engaged in renewal exercise.



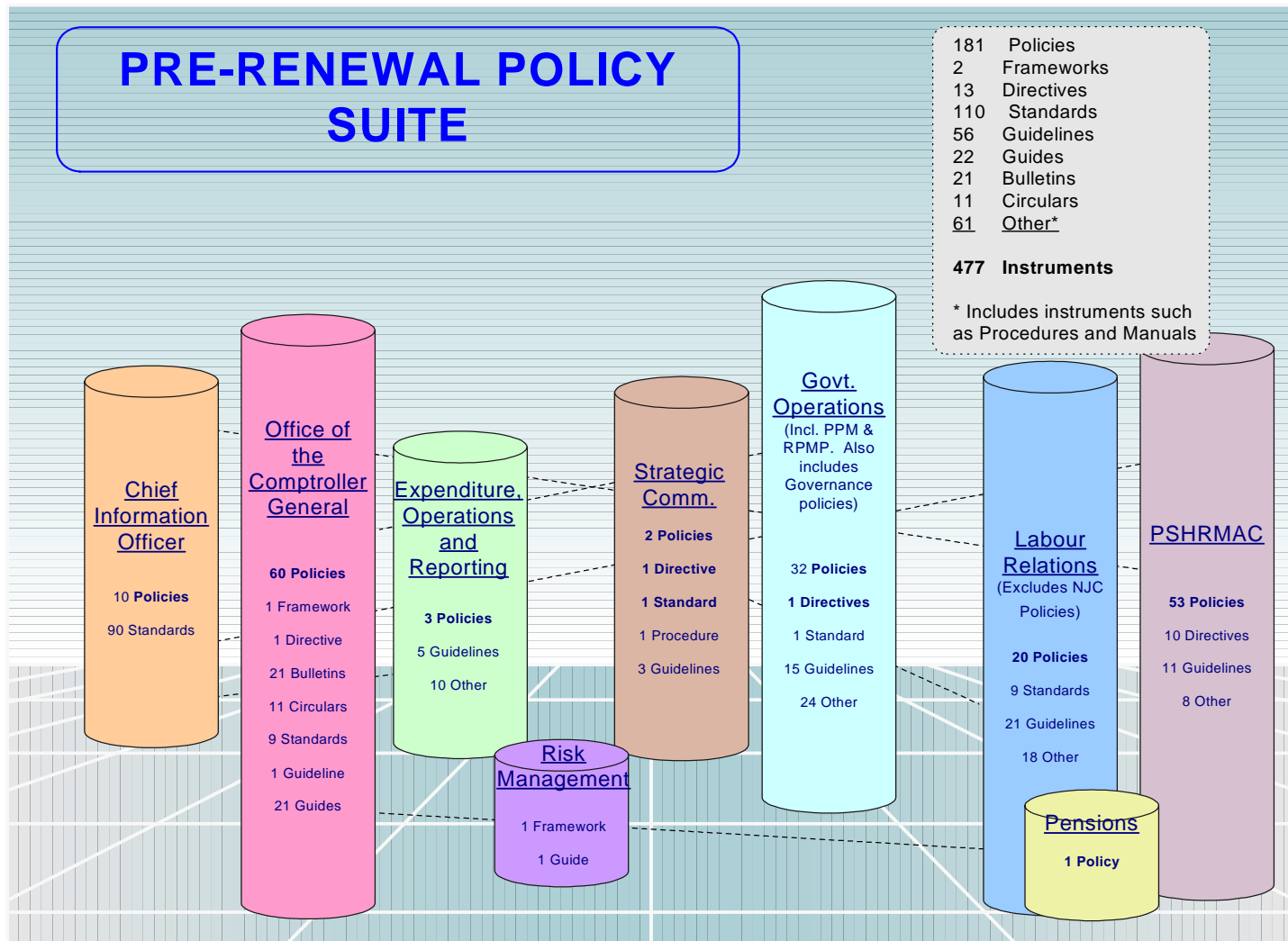
# Accomplishments to Date

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- **Work plan developed and monitored**
  - Inventory of all existing policy instruments;
  - List of proposed policy instruments for end state of policy suite;
  - Proposed timelines provided for completion of renewed policies;
  - Performance reporting/monitoring progress of each policy.



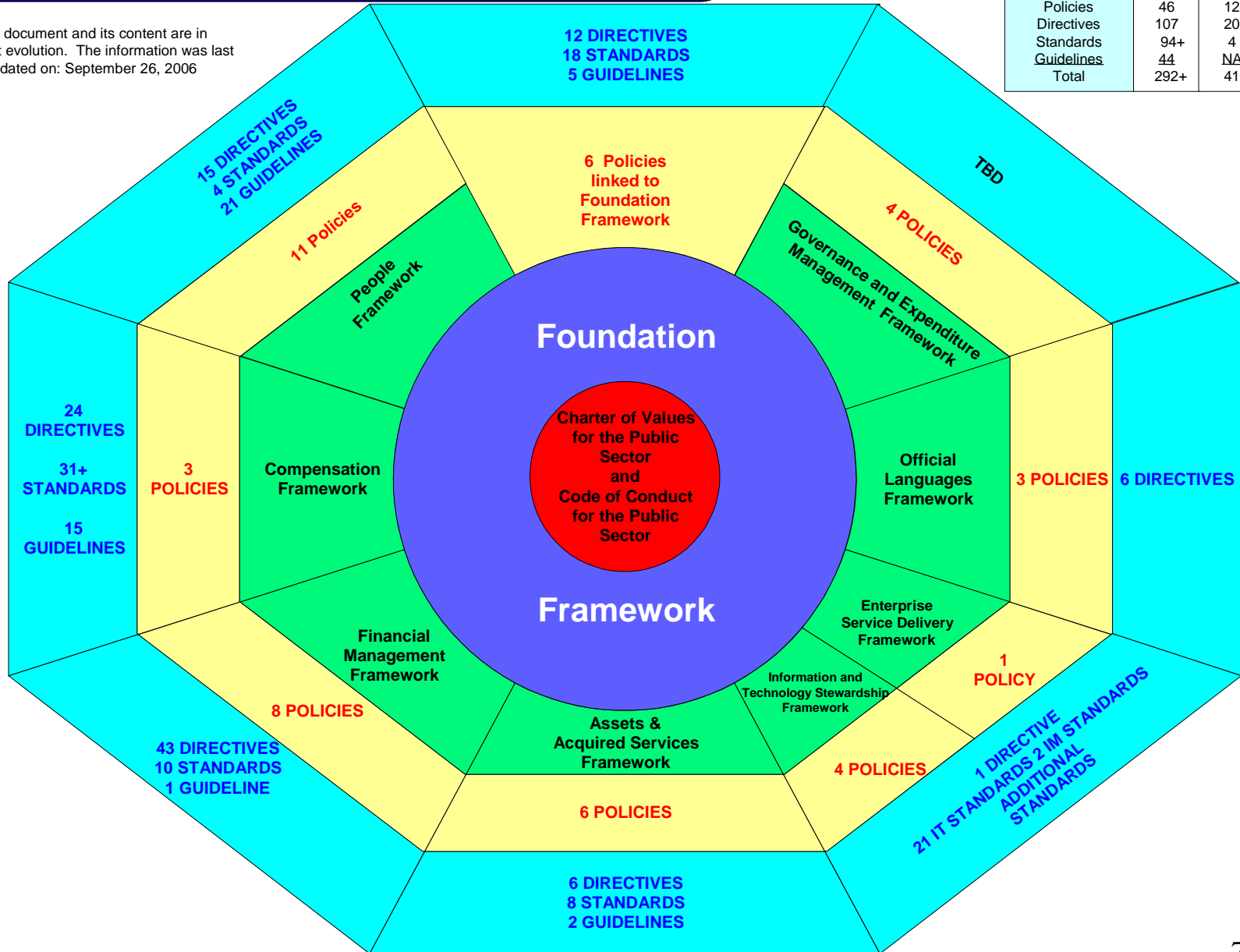
# Pre-Renewal Policy Suite



# PROPOSED SET OF TB POLICY INSTRUMENTS

This document and its content are in constant evolution. The information was last updated on: September 26, 2006

| INSTRUMENT TOTALS |        |                |                |
|-------------------|--------|----------------|----------------|
| Instrument Type   | Amount | Approved by SC | Approved by TB |
| Frameworks        | 9      | 5              | 3              |
| Policies          | 46     | 12             | 7              |
| Directives        | 107    | 20             | 13             |
| Standards         | 94+    | 4              | 4              |
| Guidelines        | 44     | NA             | NA             |
| Total             | 292+   | 41             | 27             |





# Accomplishments to Date

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## • Definitions & tools developed

- Approved definitions for different policy instruments; (Frameworks, Policy, Directives, Standards) (See Annex A)
- Approved policy development challenge questions
  - the right policy instruments are developed for the right reasons;
  - the instruments are clearly articulated to meet project and management objectives, and
  - the instruments' impact have been assessed and addressed
- Policy development guide and template to assist drafting of policies;





# Accomplishments to Date

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- **Policy capacity being strengthened**
  - Training on writing policies for the web was piloted
  - Training on policy development for TB portfolio policy writers underway
  - Plain language training for policy writers underway



# Accomplishments to Date

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- **Communications**

- Deputy heads and bargaining units informed of project and its objectives;
- Presentations to Treasury Board ministers;
- Presentations to staff including sessions with PSHRMAC Policy Council, TB portfolio policy analysts, HRPAD and Communications Branch;
- Policy database being developed;
- Approved policy instruments and communicated to Deputy Heads and functional communities;



# Policy Instruments Completed

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## Foundation Framework

- Internal Audit Policy
  - Directive on Chief Audit Executives, Internal Audit Plans, and Support to the Comptroller General
  - Directive on Departmental Audit Committees
  - Directive on Small Departments and Agencies Audit Committee
- Learning, Training and Development Policy
  - Directive on Leadership Development Programs
  - Directive on Required Training

## Assets and Acquired Services Framework

- Material Management Policy
  - Directive on Controlled Goods
  - Directive on Fleet Management: Executive Vehicle
  - Directive on Fleet Management: Light-Duty Vehicles
  - Directive on the Disposal of Surplus Material
- Management of Federal Real Property Policy
  - Directive on the Sale or Transfer of Surplus Real Property



# Policy Instruments Completed

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## Official Languages Framework

- Policy on Language of Work
- Policy on Official Languages for Human Resources Management
  - Directive on Language Training and Learning Retention
  - Directive on the Linguistic Identification of Positions or Functions
  - Directive on the Staffing of Bilingual Positions
- Policy on Use of Official Languages for Communications with and Services to the Public
  - Directive on the Use of Official Languages in Electronic Communications
  - Directive on the Use of Official Languages on Web sites

## Other

- 5 obsolete policies and 27 standards rescinded



# Challenges

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- Coordinating comprehensive consultations with stakeholders;
- Policy development within changing context (i.e., Federal Accountability Action Plan);
- Building up policy development capacity in some policy centres;
- Ensuring that policy centres engage in profound renewal aligned with project objectives;
- Ensuring that TB policies do not encourage more departmental rules



## Challenges (cont'd)

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- Ensure reporting requirements are streamlined, and coordinated with Management Accountability Framework;
- Managing change both internally and externally;
- Implementing web-tools and maximizing their use.



## Annex “A”

### Structure of TB Policy Instruments

| Instrument       | Description   | Application   |
|------------------|---|---------------|
| Framework        | Provides strategic context, explains <i>why</i> TB sets policy                                  | Architectural |
| Policy           | Formal direction explaining <i>what</i> Deputies are expected to achieve                        | Mandatory     |
| Directive        | Instructions on <i>how</i> Deputies and officials must act to meet policy                       | Mandatory     |
| Standard         | Detailed technical instructions, procedures on <i>how</i> a function is conducted               | Mandatory     |
| Guideline / Tool | Variety of documents, databases and tools used by specialists or employees in day-to-day duties | Voluntary     |

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