



Information update #1

2007-2008 Reports on Plans and Priorities (RPP)

Volume 1-1

(February 6, 2007)

1) Clarification on specific areas of the Guidelines:

Table 18: Internal Audits and Evaluations

Since RPPs are forward looking documents, departments are to discuss planned audits and evaluations.

If your planned audit and/or evaluation is somehow linked to or is a follow-up to a previous audit and/or evaluation, you are to provide a reference to those reports. The understanding is that the reference should be general and does not have to link to a specific audit and/or evaluation unless it is important to the planning discussion.

Also further clarification has been provided on the definition of item number 2 in the table. Internal Evaluation type refers to types such as “formative” and “summative”, etc.

If you require further clarification, please call the new policy contacts listed on page 2 of this update.

2) Supplementary Tables

(Tables 11 through 16 - Details on Project Spending; Status Report on Major Crown Projects; Details on Transfer Payment Programs; Foundations (Conditional Grants); Alternative Service Delivery; and Horizontal Initiatives)

If departments have supplementary tables that are no longer required they are to provide an explanation as to why they are no longer necessary.

If you no longer require a supplementary table you must provide an explanatory note in your printed RPP document (where you would have originally provided the electronic web address) and you must also provide the same note on the diskette that you would have normally submitted had the supplementary table continued to exist. The Secretariat will post the electronic explanation on its website and your explanation will also appear in your printed document.

3) Contract Information

The Printer has yet to be determined. Once the Printer has been selected, the Secretariat will send an email out to all Senior Financial Officers and RPP Co-ordinators providing details of the contract (i.e. contract number and costing information).

4) Printing

Again this year, invoices for the printing of the 2007-2008 RPPs will be paid through the Secretariat. Organizational costs will be recovered from individual Departments/Agencies using the Interdepartmental Settlement (IS) process.

In order to ensure that the IS transactions run smoothly, it is recommended that you provide your coding (clearly specify the fiscal year as 2007-2008) to the Secretariat's Financial Services Division (Attention: FIN/TBS IS Coordinator) by fax at (613) 947-4461 or by e-mail at FIN/TBSISCoordinator@fin.gc.ca



5) Policy Contact List

The policy contact for Major Crown Projects has changed. If you have any questions regarding Major Crown Projects, please call Paul Knarr at (613) 957-3789.

The policy contacts for Internal Audit and Evaluation have changed. If you have any questions regarding Internal Audit, please call Art Stewart at (613) 946-9289. If you have any questions regarding Internal Evaluation, please call Terry Hunt at (613) 952-7447.

The policy contact for Transfer Payments has changed. If you have any questions regarding Transfer Payments, please refer to the following new contacts:

Transfer Payment Contacts	Departments (including their portfolio)
Geraldine Hemeon (613) 946-4241	Atlantic Canada Opportunities Agency
	Fisheries and Oceans Canada
	Industry Canada
	Natural Resources Canada
	Western Economic Diversification Canada
Soheil Habibi-Shishawan (613) 946-4347	Agriculture and Agri-Food Canada
	Canada Border Services Agency
	Canada Revenue Agency
	Environment Canada (including Parks Canada)
	Finance
	Governor General
	Parliament
	Privy Council Office
	Public Service Commission
	Public Works and Government Services Canada
	Treasury Board Secretariat
Alain Brisebois (613) 941-9753	Canadian International Development Agency
	Citizenship and Immigration Canada
	Foreign Affairs/International Trade Canada
	Infrastructure
	Justice Canada
	National Defence
	Public Safety and Emergency Preparedness Canada
	Transport Canada
Margaret Cross (613) 957-9687	Canadian Heritage
	Health Canada
	Human Resources and Social Development
	Indian and Northern Affairs Canada
	Veteran Affairs Canada

6) Reminder

Departments are to submit their signed RPPs on or before February 19, 2007. Departments must provide:

- ▶ a one-sided signed submission with an original signature, along with three copies (in each official language);
- ▶ a print order form;
- ▶ two PDF files (one in each official language). Note that the PDF file must be the final version and a replica of the paper copy. All fonts must be embedded. **The Printer will use the PDF file to print your document** and will scan in the signature pages; and
four HTML files – Two files with the complete document (one in each official language) and two files with the special tables (one in each official language). The six special tables are Details on Project Spending; Status Report on Major Crown Projects; Details on Transfer Payment Programs; Conditional Grants (Foundations); Alternative Service Delivery; and Horizontal Initiatives. Please refer to the section on electronic reporting for more information on HTML formatting requirements.

Each department is to clearly label all diskettes or CDs with the department’s name, document title, a departmental contact and phone number and specify which software and version is being used (e.g. WordPerfect 8.0).

If you have any comments or suggestions regarding this information update please contact Estelle Purdy at (613) 952-3376.