



Treasury Board Secretariat - Sources of Federal Government and Employee Information (Info Source)

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Treasury Board Secretariat - Sources of Federal Government and Employee Information (Info Source)

From Treasury Board of Canada Secretariat

Table of Contents

1. General Information
2. TBS Institutional Functions, Programs and Activities
3. Manuals
4. Additional Information

1. General Information

▼ In this section

- Introduction to Info Source
- Background
- Responsibilities

Introduction to TBS Sources of Federal Government and Employee Information

TBS Sources of Federal Government and Employee Information

provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The Introduction and an index of institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of the Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The Treasury Board is a Cabinet committee of the Queen's Privy Council of Canada. It was established in 1867 and given statutory powers in 1869.

The Treasury Board is responsible for accountability and ethics; financial, personnel and administrative management; comptrollership; and approving regulations and most Orders-in-Council to the Governor in Council.

The formal role of the President is to chair the Treasury Board. The President carries out the responsibility for the management of the government by translating the policies and programs approved by Cabinet into operational reality and by providing departments with the resources and the administrative environment they need to do their work. The Treasury Board has an administrative arm, the Secretariat, which was part of the Department of Finance until it was proclaimed a separate department in 1966.

The legislative foundation for the Treasury Board and the Secretariat is the *Financial Administration Act*.

The Treasury Board of Canada Secretariat reports to Parliament through the President of the Treasury Board.

Responsibilities

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfil the statutory responsibilities of a central government agency. Please refer to our mandate, program responsibilities, and report on plans and priorities for more information:

- [Treasury Board of Canada Secretariat Mandate](#)
- [Program Responsibilities](#)
- [Treasury Board Secretariat - Departmental Plans](#)
- [Treasury Board Secretariat - Departmental Results Reports](#)

2. TBS Institutional Functions,

Programs and Activities

▼ In this section

- Decision-Making Support and Oversight
 - Cabinet Decision Support
 - Expenditure Analysis and Allocation Management
 - Management Policies Development and Monitoring
 - Pay Policies and Administration
 - People Management Policy
 - Performance Management Reviews
 - Information Management and Information Technology Policy
 - Externally Facing Policy
 - Organizational Management Policy
- Government-Wide Programs Design and Delivery
 - Pensions and Benefits
 - Labour Relations
 - Relocation
 - Government-Wide Operations
 - Transformation Leadership
- Government-Wide Funds and Public Service Employer Payments
 - Internal Services
- Acquisition Services
- Communications Services
- Financial Management Services

- Human Resources Management Services
- Information Management Services
- Information Technology Services
- Legal services
- Management and Oversight Services
- Materiel Services
- Real Property Services
- Travel and Other Administrative Services

Decision-Making Support and Oversight

Through the Decision-Making Support and Oversight program, the Secretariat supports the Treasury Board in its roles as a management board of the Government of Canada, as a budget office in the government-wide expenditure cycle, and as the Cabinet committee that considers Governor in Council regulations and most Order-in-Council submissions. The program objective is to support the government in promoting value-for-money and results for Canadians in programs and operations.

This program achieves its results by providing independent strategic advice, analysis, guidance and oversight of programs, operations, and expenditures. The Treasury Board Secretariat reviews departmental submissions, provides recommendations to the Treasury Board, and coordinates and reports on the allocation of expenditures across government organizations and programs.

Cabinet Decision Support

Through the Cabinet Decision Support sub-program, the Secretariat supports decision-making by providing advice regarding resource allocation, risks, compliance with rules and policies, regulatory development and oversight, and alignment with the Government of Canada's objectives and priorities. The sub-program objective is to provide Treasury Board and other Cabinet committees with the best possible advice and analysis pertaining to departmental submissions to achieve results for Canadians.

Economic Sector

Description:

The Economic Sector supports the Treasury Board in its role as a management board and budget office by providing management oversight, advice on program and expenditure management, performance and risks for a group of portfolio departments (including agencies and Crown corporations). These portfolio departments include Agriculture and Agri-Food Canada, Fisheries and Oceans Canada, Natural Resources Canada, Transport Canada, Infrastructure Canada, Innovation, Science and Economic Development Canada, Statistics Canada, regional development agencies, and portfolio Crown corporations. The sector is composed of the Assistant Secretary's office and two divisions: Resource Division and Industrial Division.

Document Types:

Advice provided to Cabinet committees; advice relating to documents on Crown corporations (corporate plans), Management Accountability Framework (MAF), Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update (ARLU), departmental capital and operating budgets,

government-wide reviews, program integrity, audit and evaluation reports.

Record Number:

TBS MF 146

Government Operations Sector

Description:

The Government Operations Sector supports the Treasury Board in its role as a management board and budget office by providing management oversight, advice on program and expenditure management, performance and risks for a group of portfolio departments (including agencies and Crown corporations) such as the Privy Council Office, Department of Finance, Treasury Board Secretariat, Public Services and Procurement Canada, Shared Services Canada, and Canada Revenue Agency. The sector also develops and interprets policy and guidance materials related to Crown corporations. (Refer to the section titled "Crown Corporations Centre of Expertise") The sector is composed of the Assistant Secretary's office and two directorates: Shared Services and Procurement Directorate; Central Agencies, Parliamentary Operations and Crown Corporations Directorate.

Document Types:

Advice provided to Cabinet committees; advice relating to various documents on Crown corporations, Management Accountability Framework (MAF), Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update (ARLU), Reports on Plans and Priorities and Departmental Performance Reports, departmental capital and operating budgets, government-wide reviews, program integrity, Management, Resources, and Results Structure and departmental Program Activity Architecture, audit

and evaluation reports, research reports, committee deliberations and pension plans.

Record Number:

TBS MF 147

International Affairs, Security, and Justice Sector

Description:

The International Affairs, Security, and Justice Sector supports the Treasury Board in its role as a management board and budget office by providing management oversight, advice on program and expenditure management, performance and risks for a group of portfolio departments (including agencies and Crown Corporations) such as National Defence, Immigration, Refugees and Citizenship Canada, Justice, Public Safety, Canada Border Services Agency, Correctional Services Canada, and Global Affairs Canada. The sector is composed of the Assistant Secretary's office and three divisions: Security and Justice Division, International Affairs and Development Division and Defence and Immigration Division.

Document Types:

Advice provided to Cabinet committees, advice relating to documents on Crown corporations (policies, guidance, forums, corporate plans), training, compensation, departmental corporations, mixed and joint enterprises, governance policies and best practices, small departments and agencies (guidance, initiatives, training networks), regulations, domestic and international trade, Management Accountability Framework (MAF), Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update (ARLU), Reports on Plans and Priorities and Departmental Performance Reports, departmental capital and operating budgets, government-wide reviews, program

integrity, Management, Resources, and Results Structure and departmental Program Alignment Architecture, audit and evaluation reports, research reports, committees, conferences, meetings, and seminars-retreats, reviews of administrative tribunals, Governor in Council positions, pension plans, inventories, charts of federal organizations and the Government of Canada Workplace Charitable Campaign.

Record Number:

TBS MF 148

Regulatory Affairs Sector

Description:

The Cabinet Committee Operations Division, Regulatory Affairs Sector, supports the Treasury Board in its role as the Cabinet committee that considers Governor in Council regulations and Order-in-Council submissions. The Sector exercises a central agency challenge function over submissions prepared by all portfolio departments and Crown corporations and provides oversight and advice in accordance with the *Cabinet Directive on Regulatory Management*.

Document Types:

Advice provided to Cabinet committees; advice relating to Governor in Council regulatory and Order-in-Council submissions (e.g. triage statement, Regulatory Impact Analysis Statement, Explanatory Note, Supplementary Note, Communications Plan).

Record Number:

TBS MF 149

Secretary and Associate Secretary

Description:

General information about strategic direction provided to the Treasury Board of Canada Secretariat.

Document Types:

Secretary and associate secretaries' offices-committees-executive (ExCo); conferences, meetings, seminars and symposia; organization, Chief Information Officer Branch; Office of the Comptroller General; Corporate Services Branch; Priorities Planning Sector; Economic Sector; Expenditure Management Sector; Government Operations Sector; International Affairs Security and Justice Sector; Labour Relations and Compensation Operations; Policy and Reporting Review Project; Regulatory Affairs; Social and Cultural Sector; Strategic Communication and Ministerial Affairs; GCWCC-Government of Canada Workplace Charitable Campaign; Expenditure and Management Review (EMR)-biotechnology-biotech analysis, departmental and corporate documents, biotech draft departmental analysis and working sheets; EMR-Canadian Heritage cultural capital asset management-data gathering and working documents, final reports, submission précis and associated documents, meetings and interview summaries, presentations and supporting documentation, questionnaire responses and analysis, resources and references; EMR-Fisheries and Oceans, planning documents, departmental and corporate information, terms of reference, decks, management accountability framework, final decks, TB submission and précis; EMR-Department of Justice Canada, cost recovery for legal services, federal prosecution service, grants and contributions, legal risk management, management frameworks, mandate, planning and report, policy and legislation; EMR-Public Security and Anti-Terrorism; EMR-Public Services and Procurement Canada, common service operations and corporate

support, compensation, programs and services, organizational structure, management capacity, mandate, real property, Receiver General, supply operation, telecommunications and informatics; EMR-Statistics Canada-terms of reference, final report, executive summary, TB submission, capacity management, service delivery: interrelationships with key clients, census of population, relevance to Canadians, supporting documentation; Expenditure Review Committee (ERC)-Coordination, departments and agencies reviews, ERC Government Operations reviews (GOR)-capital asset management-final project deliverables, data, funding, laboratories, office accommodation, surplus land, vehicles, legal services; federal institutional governance-final products, working papers, background documents, consultations, profile information and data, public service compensation and comparability, corporate and administrative services, information technology use and management, service delivery infrastructure, governance; horizontal policy and programs; professional and special services-data, analysis-value, growth, options-value, growth, proposals.

Record Number:

TBS MF 117

Social and Cultural Sector

Description:

The Social and Cultural Sector supports the Treasury Board in its role as a management board and budget office by providing management oversight of a portfolio of departments and agencies and advice on program and expenditure management, performance and risks. The sector is composed of the Assistant Secretary's office and two divisions: Indigenous & Northern Affairs, Health and Veteran Affairs; and Employment and Social Development and Heritage.

Document Types:

Advice provided to Cabinet committees; Management Accountability Framework (MAF); Main and Supplementary Estimates; Governor General's warrants; Annual Reference Level Update (ARLU); Reports on Plans and Priorities and Departmental Performance Reports; departmental capital and operating budgets; government-wide reviews; Management, Resources, and Results Structure and departmental Program Activity Architecture; audit and evaluation reports; research reports; committees, conferences, meetings, and seminars-retreats; Government of Canada Workplace Charitable Campaign.

Record Number:

TBS MF 149

Treasury Board Submission Centre**Description:**

Treasury Board submissions and related documents are confidences of the Queen's Privy Council for Canada and excluded from the purview of the *Access to Information Act* and the *Privacy Act*.

Document Types:

Treasury Board Submissions - Treasury Board schedules, Agendas and minutes, Expenditure Review committees (ERC), Strategic Review committees, Strategic and Operating Review committees.

Record Number:

TBS MF 120

Submissions to Treasury Board**Description:**

This bank may contain personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel, or other authorities that the Treasury Board is empowered to grant.

Class of Individuals:

This information relates to current and former employees of the public service and, in pension cases, their dependents and survivors.

Purpose:

The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

Consistent Uses:

Information is used for decision-making purposes.

Retention and Disposal Standards:

Retained for three years and then transferred to Library and Archives Canada.

RDA Number:

97/028

Related Record Number:

TBS MF 120

TBS Registration:

003562

Bank Number:

TBS PCE 802

Expenditure Analysis and Allocation Management

Through the Expenditure Analysis and Allocation Management sub-program, the Secretariat provides advice and analysis related to government expenditures, including compensation. It also supports decision-making by providing reliable, detailed and timely information to Parliament and to the public, and by reporting on spending and resource allocation. The objective of this sub-program is to promote accountability and transparency in the management of government expenditures.

This program achieves its results by working with federal departments and agencies - as well as most Crown corporations - and by conducting research and analysis on expenditure trends to support expenditure planning, resource allocation and results-based decision-making.

This sub-program also includes expenditures on whole-of-government reporting to Parliament and to Canadians.

The primary legislation underpinning this sub-program's activities is the *Financial Administration Act*, as well as the appropriation acts associated with the Estimates.

Expenditure Management**Description:**

The Expenditure Management Sector (EMS) supports and strengthens the role of the Treasury Board of Canada Secretariat in

the government's broader Expenditure Management System. The work of EMS covers the entire expenditure management cycle: 1) Expenditure analysis, forecasting, and management of data in support of the budgeting process and collective bargaining; 2) The review and analysis of resource requirements of Treasury Board submissions and recommendations to the Treasury Board regarding resource allocation; 3) Process of obtaining parliamentary approval of appropriation acts by preparing the government's Main and Supplementary Estimates; 4) Government-wide functional leadership and capacity building for performance measurement and evaluation, including capacity building and advice and guidance in the conduct, use and advancement of evaluation practices; 5) Overall leadership and management of government-wide spending reviews; and 6) Providing a whole-of-government perspective on matters related to direct program spending, management of reserves and reporting to Parliament.

Document Types:

Budget office, committee, communications, conferences meetings, seminars, staff meetings, Treasury Board meetings; Expenditure Management System, organization, plans and priorities, procedures and guidelines, Question Period cards, resources, reallocation, reporting requirements; program integrity, Expenditure Policy Analysis and Information (EPAI)-committees; annual reference level update, Coordinating Committee of Deputy Ministers (CCDM), changes to the form and content of the estimates, planned spending, Treasury Board Vote 5, central vote allocations, communications, expenditure review committee, operating principles to guide the Treasury Board and the Secretariat, Organization for Economic Co-operation and Development (OECD), reallocation, roles and responsibilities, reporting to Parliament and Canadians, stewardship coordination, spending reviews,

expenditure management review (EMR)-communications, meetings, process and planning, Treasury Board and Cabinet, training; coordination centre.

Record Number:

TBS EM 300

Expenditure Analysis and Compensation Planning Division

Description:

The Expenditure Analysis and Compensation Planning Division (EACPD) is responsible for carrying out research and analysis on expenditure trends to support expenditure planning, resource allocation, and decision making. The division conducts research and analysis to support federal government compensation planning and collective bargaining and research in support of human resources policy development. EACPD also manages the Compensation Reserve, which is the source of funds for incremental increases to salaries and wages resulting from the collective bargaining process. In addition, EACPD prepares and maintains datasets on government-wide financial authorities and expenditures for release on the TBS and Open Data websites. The division is also responsible for the GC InfoBase which provides all this information in an easy-to-use and dynamic format. Lastly, EACPD maintains the Inventory of Government of Canada Organizations and the Population Affiliation System (PAS) and Report.

Document Types:

Memos, briefing notes, interactive tools and other analytical documents on expenditure management issues related to compensation, classification, equitable compensation, compensation surveys and other special studies, cost of pensions and benefits, compensation policy, employment, expenditure data

and statistics, fiscal analysis, lapse analysis, operation budget, personnel costs, capital spending, program spending, transfer payments, and inventories and reports of federal organizations.

Record Number:

TBS EM 303

Expenditure Strategies and Estimates Division

Description:

The Expenditure Management Strategies and Estimates Division (ESED) is responsible for providing a whole-of-government view of expenditure management issues through liaison within the Secretariat and with other central agencies; timely provision of accurate expenditure framework data to the annual budget process; and providing consistent, strategic and reliable advice on Treasury Board reserve management. The ESED is also responsible for the process of obtaining parliamentary approval of appropriation acts by preparing the government's Main and Supplementary Estimates; the review and analysis of resource requirements of Treasury Board submissions and recommendations to the Treasury Board; the confirmation of parliamentary authorities for publication in the annual Public Accounts; recommendations for allocations from Treasury Board's central government votes; and preparing government responses to parliamentary committees with regard to the scrutiny of Estimates and the supply process.

Document Types:

Memos, briefing notes, analytical documents on expenditure management issues related to sources of funds, funding decisions related to capital, compensation, employee benefits plan (EBP), expenditure framework, federal budgets, federal budget cuts,

pressures, cost containment, reserves, quasi-statutory programs, reprofiling, and revolving funds.

Record Number:

TBS EM 304

Program Performance and Evaluation Division

Description:

The Program Performance and Evaluation Division (PPED) is the government policy centre for the Treasury Board *Policy on Results*. PPED undertakes policy development, provides interpretation and advice to support departments implementing the policy, and monitors policy implementation. The division provides government-wide functional leadership and capacity building for performance measurement and evaluation, including capacity building and advice and guidance in the conduct, use and advancement of evaluation practices. PPED also provides guidance and support for the development and tabling of Part III of the Estimates, which comprise Departmental Results Plans and Departmental Results Reports. The division collects information from departments on planned and actual financial and human resources and results to provide access to results and expenditure information and support analytical capacity for expenditure management. As part of the annual Management Accountability Framework assessment process, PPED conducts assessments of departmental management practices and performance related to the Integrated Risk, Planning and Performance area of management.

Document Types:

Policy Research and Development; Policy on Results; Directives; Procedures; Standards; Guidelines; Policy Interpretation and Advice; Policy Governance Meetings and Materials; Performance

Measurement and Evaluation Practices; Communications Materials and Tools; Briefings; Functional Community Meeting Materials; Community Development Tools; Performance Measurement and Evaluation Competencies; Outreach and Training Materials; Departmental Evaluation Reports; Departmental Evaluation Plans; Departmental Performance Measurement Frameworks (PMFs); Departmental Strategic Outcome and Program Activity Architectures (PAAs); Departmental Results Frameworks (DRFs); Program Inventories; Performance Information Profiles (PIPs); Reports on Plans and Priorities; Departmental Performance Reports; Horizontal Management and Reporting Tools; Performance Information Analyses; Management Accountability Framework Assessments (MAF); Functional Capacity Assessments; Consultations; Notes; Correspondence.

Record Number:

TBS FM 407

Spending Reviews and Expenditure Policy Division

Description:

The Spending Reviews and Expenditure Policy Division (SREPD) is responsible for providing overall leadership and management of government-wide spending reviews. SREPD conducts research and policy analysis to inform the government's expenditure management policies and practices. It also offers support and leadership on other cross-cutting initiatives that support the expenditure management function.

Document Types:

Call Letters, Terms of Reference, Launch Letters, Guidance and Templates, Records of Decision, Trackers, Briefing Documents, Process Documents, Presentations, Research Papers, Submissions

and Reports, Database Files, Ministerial Correspondence (dockets, memos, presentations), Communication Documents (media lines, Qs&As), Ministerial Letters (official records of correspondence between ministers), Corporate Files (HR, training, ATIP, budget), Cabinet Documents (précis/advice to ministers, binders from cabinet meetings), International Liaison (OECD surveys and reports, decks, documents and information for international delegations).

Record Number:

TBS FM 305

Management Policies Development and Monitoring

Through the Management Policies Development and Monitoring Program, the Secretariat supports the Treasury Board in its role of establishing principles for sound governance and management by setting government-wide policy direction in targeted areas. The program objective is to have a sound management policy framework for the Government of Canada.

This program achieves its results by communicating clear management expectations for deputy heads and by adopting principles-based approaches and risk-informed monitoring of policy compliance. The Secretariat develops, reviews, leads implementation, supports, and monitors policies and departmental performance under a variety of Areas of Management. The Secretariat also engages with functional communities and undertakes outreach and monitoring to promote policy compliance and capacity building.

This program is underpinned by legislation such as the *Financial Administration Act*, the *Public Service Employment Act* and the *Federal Accountability Act*.

Investment and Project Management Policy Division

Description:

The Investment and Project Management Policy Division (IPMPD) is responsible for the development and interpretation of policies, directives, and guidance on investment planning for assets and acquired services and project management.

Document Types:

Investment planning and project management policies, directives, standards, assessment tools and guidance material; Management Accountability Framework assessment information concerning investment planning and project management; project documentation; investment planning and project management web pages; investment plans ^{*}; organizational project management capacity assessments (OPMCA); project complexity and risk assessments (PCRA); Calipers (a web application containing project, OPMCA and PCRA information).

Record Number:

TBS FM 110

Footnotes

^{*} Note: Request for department specific investment plans should be directed to the department.

Procurement Policy Division

Description:

The Procurement Policy Division (PPD) is responsible for the development and interpretation of policies, directives, and guidelines on the procurement of goods, services, and construction services.

Document Types:

Procurement policy - contracts, contractual arrangements, committees, councils, conferences, meetings, seminars, symposia, consulting and professional services-architectural and engineering services contracts, consultants and consulting services contracts, contracting bonds securities, holdback; Treasury Board Advisory Committee on Contracts (TBACC); construction-dredging, repairs, renovations, overhauls, contracting for goods-national Defence; proactive disclosure of contracts; indemnification in contracting, Advance Contract Award Notices (ACAN); intellectual property; comprehensive land claim agreements; bids; contracting for services-former public servants; procurement policies, directives, standards and guidance; emergency contracting; purchasing activity reports; and reports on limiting contractor liability in Crown procurement contracts; records contain memoranda, briefing notes, legal opinions and other correspondence on legislative, regulatory and policy instruments, including the *Financial Administration Act*, *Government Contracts Regulations*, comprehensive land claims agreements, trade agreements, the *Contracting Policy*, the *Policy on Decision Making in Limiting Contractor Liability in Crown Procurement Contracts*, the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*, the *Procurement Review Policy*, the *Policy on Green Procurement*, the *Guidelines on the Proactive Disclosure of Contracts*, the *Guidelines on Contractual Arrangements*, the

Procurement Strategy for Aboriginal Business and contracting policy notices; presentations, agendas, and minutes for various procurement-related committees and other fora, including the Treasury Board Advisory Committee on Contracts, interdepartmental committees and international bodies; Management Accountability Framework assessment information concerning procurement.

Record Number:

TBS FM 112

Real Property and Materiel Policy Division

Description:

The Real Property and Materiel Policy Division (RPMPD) is responsible for the development and interpretation of policies, directives, and guidelines on the acquisition, management and disposal of real property and the management and disposal of materiel. The Division also manages the Federal Contaminated Sites Action Plan and administers two databases; the Directory of Federal Real Property and the Federal Contaminated Sites Inventory. It is also the lead on the Common Services Policy.

Document Types:

Federal Real Property and Federal Immovables Act, Federal Real Property Regulations, light-duty vehicles, executive vehicles, fleet management, Federal Contaminated Sites Action Plan (FCSAP), Federal Contaminated Sites Inventory, contaminated sites national workshop, Directory of Federal Real Property, Management Accountability Framework assessment information concerning asset management. Policies, directives, standards, guidance and guidelines, an inventory of federal real property and an inventory of federal contaminated sites.

Record Number:

TBS FM 138

Acquired Services and Assets Communities**Description:**

The Acquired Services and Assets Sector (ASAS) Communities Management Office (CMO) provides strategic direction and central leadership for the collaborative development and implementation of strategies, programs and initiatives to support capacity building, community development and the professional recognition of the federal government employees working in the acquired services and assets functions.

Document Types:

Real Property Functional Competencies Dictionary, Procurement Competency Suite, Materiel Management Competency Suite, Real Property Community Advisory Committee, Procurement and Materiel Management Communities Advisory Committee, the Treasury Board Policy on Learning, Training and Development and the associated Directive on the Administration of Required Training, the *Federal Accountability Act* – Action Plan: to provide accreditation and training to procurement officers; Blueprint 2020, Destination 2020, Common HR Business Processes, recruitment, retention, classification, talent management, comptrollership communities, professional development, speaking engagements, working groups, professional associations: board of directors, organizing committees, Real Property Community Demographic Studies, PG Occupational Group Demographic Studies, Departmental demographic reports, strategic planning documents, certification component, required training, certification curriculum, Certification Program Communiqués, briefing notes and memorandum.

Record Number:

TBS MF 150

Certification Program for the Federal Government Procurement and Materiel Management Communities**Description:**

Federal employees working in procurement and/or materiel management can obtain a professional designation through a government-wide certification program. The program certifies two professional designations: CFSP – Certified Federal Specialist in Procurement at Levels I and II and CFSMM – Certified Federal Specialist in Materiel Management at Level I. The Acquired Services and Assets Sector Communities Management Office (ASAS CMO) at the Treasury Board of Canada Secretariat manages the Certification Program and co-ordinates the participation of federal departments, agencies and central agencies, professional designation-granting bodies and professional institutes in its development.

The administration of the Certification Program is carried out by the Canadian General Standards Board (CGSB). It acts as the certification body, providing an independent and impartial assessment of candidates' qualifications against Program requirements.

Certification provides proof of professional qualifications, signals that an employee can perform effectively in the federal government work environment, and provides a competitive edge in pursuing career opportunities in procurement or materiel management.

Document Types:

Policies and processes; Procurement and Materiel Management Communities; committees; working groups; strategic planning documents, certification curriculum; workshops; competency suites;

forms; equivalency requests; presentations; memorandums of understanding (MOUs); service level agreements (SLAs); reports; communiqués;

Record Number:

TBS PM 243

Certification Program for the Federal Government Procurement and Materiel Management Communities

Description:

This bank contains information about individuals who apply to and participate in the Certification Program for the Federal Government Procurement and Materiel Management Communities (“the Program”). The Program, based on the Federal Government Procurement Competency Suite and the *Federal Government Materiel Management Competency Suite*, enables practitioners in procurement and materiel management to obtain a professional designation recognizing their level of qualifications. The Program is managed by the Treasury Board of Canada Secretariat.

Personal information may include applicant and participant name, contact information, biographical information, signature, educational information, Personal Record Identifier (PRI), certificate number, certification designation number, employment equity information, language, special accommodation information, signature, and course evaluation of the individual’s performance.

Class of Individuals:

Full- and part-time employees of federal institutions who apply to and participate in the certification program as well as their manager or supervisor.

Purpose:

Personal information is used to conduct an impartial assessment of a candidate's qualifications, to administer and to provide services for the Certification Program for the Federal Government Procurement and Materiel Management Communities, to determine eligibility for the program, to maintain an inventory of candidates, and to obtain views and opinions on the program. Personal information is collected pursuant to section 7(1)(e) of the *Financial Administration Act*.

Consistent Uses:

The information may be used for evaluation, maintaining an inventory of Certified Federal Specialists, reporting to senior management, and/or statistical purposes. Personal information is shared with Public Services and Procurement Canada as the certifying body for the Federal Government Certification Program for Procurement and Materiel Management (refer to PWGSC PCU 195 - Program Information Bank for Certification Program for Federal Government Procurement and Materiel Management). Personal information is also shared with Canada School of Public Service for course enrolment and the certification process (refer to CSPS PPU 015 Integrated Learning Management System, formerly Campusdirect). Campusdirect (Please note that Campusdirect has been replaced by the Integrated Learning Management System (I-LMS)). Applicants' and participants' personal information is also shared with management of their home department or agency in order to obtain agreement to enroll, payment, undertake required evaluations, and monitor participant progression through the program. With direct, prior consent of the participants, their Names, Certificate Numbers, Certification Levels, and Certification Dates may be posted on the Acquired Services and Assets Sector GCPedia website.

Retention and Disposal Standards:

Under development.

RDA Number:

TBS 91/009

Related Record Number:

TBS PM 243

TBS Registration:

20140101

Bank Number:

TBS PCE 755

Comptroller General**Description:**

The Comptroller General's Office is a Deputy Minister's office within the Treasury Board of Canada Secretariat, responsible for leading the comptrollership function across the Government of Canada. The Comptroller General of Canada is responsible for providing functional direction and assurance government-wide for financial management, internal audit, investment planning, procurement, project management, and the management of real property and materiel.

The Comptroller General is supported by the Office of the Comptroller General that works to ensure sound policies, standards and practices are in place; by overseeing performance and compliance across the federal government; and by maintaining and building vibrant professional communities through a range of recruitment and development activities.

Document Types:

Memos, contracts, agendas, records of decisions, forward agendas, research documents, decks, newsletters, trackers, performance management agreements, strategic planning documents, environmental scans, letters, financial spreadsheets, HR request forms, travel forms, hospitality forms, ATIP requests, speeches, corporate planning documents and requests, directives, legal opinions, terms of reference, procedures and guidelines, training material, progress reports, work plans, MOUs, articles.

Record Number:

TBS FM 400

Financial Management Sector

Description:

The Financial Management Sector (FMS) plays a lead role in supporting the Office of the Comptroller General's commitment to strengthening financial management, oversight, and reporting within the Government of Canada. FMS continues to lead efforts to ensure the availability of appropriate frameworks, policies, and guidance on financial management across the federal public service and also to ensure the use of appropriate accounting standards for timely, complete, and accurate financial reporting across government. To this end, FMS continues its efforts to strengthen the financial management policy suite and improve financial operations, information, systems, practices, and reporting across government to support better decision-making. FMS also strengthens the professional capacity of the financial management community throughout the public service through a range of capacity building initiatives.

Document Types:

Directive on Accounting Standards, Government of Canada
Accounting Standards, Coding and Accounting Manual; accounting and control of expenditures; accounts receivable-collection of debts due to the deletion of debts due to the Crown; interdepartmental settlements; standing advances; advice and assistance; advisory services; annual Canada-U.S. International Colloquium on Financial Management for National Governments; update of policies, directives, standards, tools; claims and ex gratia payments; classification, organization, and staffing-staffing and selection, committees and meetings-branch management team, management committee meeting, management committee; conference planning; departmental performance report (DPR), External Charging Policy; departmental guidance on costing, *Financial Administration Act* and regulations maintenance; Management Accountability Framework (MAF)-measure 17:1; acts-*Adjustments of Accounts Act*, *Financial Administration Act*-amendments-sections 1-100; regulations-loss of money, public officers guarantee; application of the financial policy; grants and contributions; International Colloquium on Financial Management for National Governments; liaison; political donations; special projects management; training and development; travel; Government Accounting Policy and Reporting (GAPR) accounting standards policies and procedures, accrual budgeting, and appropriations; chart of accounts; communications and committees; financial reporting; accounting associations; public accounts-capital assets, CPA Canada, Public Sector Accounting Board (PSAB), Crown corporations, environmental liabilities-contaminated sites and solid waste landfills, standing committee on public accounts, superannuation, allowance for valuation and central adjustments, Policy Suite Renewal Initiative-committees,

communications, database, directives, financial oversight and control review, guides and guidelines, implementation, policies, speaking engagements, standards-renewal, website.

Alternative service delivery; banking, cash management; cheque issue security and bank losses; comptrollership; corporate credit cards; Crown corporations-acts, legislation and regulations; departmental bank accounts (DBA); departmental enquiries; guide on financial administration for departments and agencies of the Government of Canada; improvement of management practices and controls; increased ministerial authority and accountability (IMAA); pay; payables at year-end (PAYE); petty cash; projects; review of collective agreements; special operating agencies (SOAs); standard payment period and interest payment policies; Treasury Board manual on financial management; Accounts receivable-project office (ARPO)-National master standing offer-PCAs; Policy on receivables management-advisory committee, departmental consultations, financial analysis, information sharing, legal authorities, policy chapter; practitioner's guide; reports and studies; Voluntary Sector Project Office (VSPO).

Record Number:

TBS FM 404

Pay Policies and Administration

Description:

Information on advice, interpretation, direction, and training support provided to departments of the core public administration on pay administration rules, regulations, and policies and directives such as terms and conditions of employment. It also contains information about the review of pay administration policy instruments for the Policy Renewal Initiative, including information

on the following: terms and conditions of employment, pay, leave with or without pay, and salary administration. This unit provides strategic assessment and advice on pay administration to senior management.

Document Types:

Pay-(PA)-pay administration-associations (unions), committees, labour disruptions (strikes), monitoring-reports and statistics, pay administration coordination section (PACS)-pay system-development-projects, operations and maintenance, policy interpretation-allowances-entitlement codes, allowances and extra duty, deductions-deduction codes, guides and manuals, regulations and procedures, salaries and compensation; payroll deductions-check-off of union dues-Public Service Alliance of Canada (PSAC).

Record Number:

TBS GW 500

Financial Management Policy

Through the Financial Management Policy sub-program, the Secretariat provides direction to federal organizations on proper stewardship of taxpayers' dollars and government assets. The sub-program works to strengthen financial management, across the federal public service. The sub-program objective is to promote sound stewardship and value-for-money, and provide direction on standardizing the management of public resources, including in the areas of financial management, across the Government of Canada.

This sub-program provides policy direction and leadership to departments by: developing and maintaining policies, guidance and practices; monitoring departmental performance and compliance;

and helping improve the overall efficiency of government operations. This includes community development, learning and outreach activities.

The primary legislation issuing program authority is the *Financial Administration Act*.

Financial Management Community Development Division

Description:

This division provides strategic direction and coordination of key initiatives for community development and capacity building for the financial management community. The division supports the communities by coordinating recruitment activities, mobility, career progression, training and learning, and professional development.

Document Types:

Transformation Management, Capacity Building and Community Development -collective staffing for financial officers and financial executives, community development-advice and assistance, organization and staffing, committees, courses-resourcing, educational leave/co-op replacement program, human resources planning, Financial Officer Recruitment and Development Program (FORD); staffing, training-development of new financial management training, demographic surveys, liaison-university, FI standards, program integration, brokerage services-assignment, conference, meeting and seminars, special studies, financial officer-training; financial officers, memoranda of understanding, reports and statistics, selection standards, special events, training and development. Financial management, Talent Management, Talent Mapping, Cluster Review process, FI competencies implementation.

Record Number:

Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD)

Description:

This bank contains personal information such as name, address, telephone number, language, employment equity, employment history, classification, education, *curriculum vitae*, and interview assessment.

Class of Individuals:

Recent university graduates applying as participants to the FORD/IARD Program through the Public Service Commission of Canada's post-secondary recruitment campaign.

Purpose:

The bank maintains an inventory of qualified university graduates to fill entry -level financial officer and internal auditor positions in departments and agencies across the federal government.

Consistent Uses:

The bank is used for the recruitment, appointment, training, and general administration of the FORD/IARD Program. It is also used for historical and statistical purposes.

Retention and Disposal Standards:

Records on participants are retained for three years and then destroyed. Retention and disposal of records on recruitment, the screening process, and rejected applications will be established when a new records disposition authority is received from Library and Archives Canada.

RDA Number:

Under development

Related Record Number:

TBS FM 408

TBS Registration:

005048

Bank Number:

TBS PPU 030

Centre of Expertise on Transfer Payments

Description:

Includes information created, collected and maintained by the Centre of Expertise (CoE). The CoE is responsible for developing transfer payment policies, directives and guidance; assisting departments by providing leadership, policy advice and direction; coordinating reform efforts and advising central agencies and departments on financial authority issues associated with the *Policy on Transfer Payments*.

Document Types:

Strategic and Operational Policy; Compliance and Submission Review; Government Action Plan on Grants and Contributions (Response to the Blue Ribbon Panel); Integrated Reporting; Departmental Liaison (Best Practices, Training, Communications and Engagement); Stakeholder Relations; Web-based Products

Record Number:

TBS FM 411

People Management Policy

Through the People Management Policy sub-program, the Secretariat supports activities of the Treasury Board in its role as the employer of the core public administration. This sub-program provides government-wide leadership through enabling policy frameworks, strategic engagements and human resources services delivery infrastructure for high performance and leadership excellence in people management. It enables prudent fiscal management of resources in the areas of classification, total compensation (collective bargaining, wages and salaries, terms and conditions of employment, pensions and benefits) and labour relations.

In support of deputy heads and to provide Parliament and Canadians with a view of people management, this sub-program develops and monitors the implementation of policy frameworks, including for executive management; classification; values and ethics and for official languages. It establishes people management performance indicators; assesses and reports on organizations' performance in people management; and collects and provides data on the public service. This includes community development, learning and outreach activities.

This sub-program is underpinned by legislation such as the *Financial Administration Act*, the *Federal Accountability Act*, the *Public Service Labour Relations Act*, the *Public Service Employment Act* and the *Official Languages Act*.

Diversity

Description:

Information on policy and programs relating to equal employment opportunities for designated groups within the federal Public Service (Aboriginal peoples, persons with disabilities, members of visible minorities, and women), including the representation and distribution of these groups.

Document Types:

Employment Equity Act; policies on Employment Equity (EE) and Duty to Accommodate (DTA); Departments, agencies and crown corporations; Provinces and territories; Audits; Committees and councils – champions' breakfasts, executive committee, IDF-EE (inter-departmental forum on employment equity) - Steering Committee, Joint Recruitment and EE Champions Committee; Decks, presentations, speeches and speaking notes; Designated groups - external availability - census 1986; EE data; Complaints; Employment Systems Review; Employment Equity Positive Measures Program (EEPMP) - Federal Public Service Job Accommodation Network (fps-jan); Employment Equity Program in crown corporations (prior to 1993); Embracing change – committees, conferences and councils, fund - business case and proposals, implementation sessions, status reports, strategy; Survey of public service employees - questionnaires; Technical processes; Strategic plans; Task Force on an Inclusive Public Service (TFIPS); Separate employers (by code); Service commitments; Summary analysis; Secretariat - National Council of Aboriginal Federal Employees (NCAFE), National Council of Federal Employees with Disabilities (NCFED), National Council of Visible Minorities (NCVM); Training and development.

Record Number:

TBS PM 250

Employment Equity Data Bank (EEDB)

Description:

This bank contains information on those employees of the federal public service who have self-identified as belonging to one or more of the designated minority groups, i.e. women, Aboriginal peoples, persons with disabilities and members of visible minorities. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more designated groups. An individual requesting to access self-identification information on himself/herself should submit a written request, including his/her Personal Record Identifier.

Class of Individuals:

Employees for whom Treasury Board is classed as the employer under the *Financial Administration Act*, Schedules I and IV.

Purpose:

Self-identification information is collected under the authorities and obligations described in the *Employment Equity Act*. Pursuant to the general powers described under the *Financial Administration Act* and the *Public Service Labour Relations Act*, the Treasury Board Secretariat (Office of the Chief Human Resources Officer (OCHRO)) maintains personnel information systems on public service employees. This bank is the primary source of data for the Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank acquires information from other banks containing self-identification data, such as the Standard Departmental Employment Equity Bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. The bank facilitates comparison of each designated group's representation in the public

service with their presence in the Canadian workforce. It is used to analyze and monitor the situation and progress of designated minority groups, as compared with the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the *Employment Equity Act*. The bank is also used to respond to requests for information and to conduct research, special studies and surveys as these relate to personnel information and access to information and privacy requests.

Consistent Uses:

Information is used by the Treasury Board Secretariat and may be provided to Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Extra Duty Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Leave Reporting System, Position and Classification Information System, Workforce Adjustment Monitoring System, and other human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System, the Analytical Environment Systems (PSC PCE 761) and the Applicant Profiles, Applications and Referrals System (PSC PPU 015). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-based data: fiscal year master files are transferred yearly to Library and Archives Canada. Textual and electronic records: retained for 10 years and then transferred to Library and Archives Canada.

RDA Number:

93/031 & 94/004

Related Record Number:

TBS PM 250

TBS Registration:

003560

Bank Number:

TBS PCE 739

Federal Public Service Job Accommodation Network for Employees with Disabilities**Description:**

Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, gender, employing department or Agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information.

Class of Individuals:

Federal public servants with disabilities, managers, supervisors, EE Coordinators.

Purpose:

Information on the assistance given to or required by employees with disabilities in the federal public service.

Consistent Uses:

Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information may be shared in efforts to resolve job accommodation issues; respondents will consent to sharing for this purpose.

Retention and Disposal Standards:

It is proposed that records be retained for 10 years after the report has been tabled in Parliament and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 250

TBS Registration:

005081

Bank Number:

TBS PPE 810

Executive Management

Description:

Information related to areas such as total compensation, organization and classification, the Performance Management Program, the Interchange Canada Program, and terms and conditions of employment, including career transition.

Document Types:

General information on the Executive Management Policy and directives; Executive group classification categories and groups, career transition; EX Group classification monitoring; Executive Group - position files, TB decision letters; EX classification and organization – standard (EX Group Position Evaluation Plan; EX Group Bench Marks), training and development, tools and templates; Organization - departments and agencies; Pay - Executive Group - compensation comparisons, executive compensation, salary administration; Executive Group projects (Executive Renewal Project; Nature of Executive Work Study; EX Group Evaluations; EX Group Job Evaluation Solutions; Pay for time not worked, Advisory Committee on Senior Level Retention and Compensation (meetings, contracts, reports), human resource issues, outside organizations or employers, provincial governments, studies and surveys.

Record Number:

TBS PM 251

Executive Group Classification Information System

Description:

This bank contains classification information on individual Executive Group positions in the Public Service as stored in PCIS, individual position files and in spreadsheets.

Class of Individuals:

All current federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*, Schedule 1, Part 1.

Purpose:

To provide information for oversight, monitoring, analysis and other purposes related to the organization of departments and agencies and the classification of Executive Group positions.

Consistent Uses:

Also used for research and statistical purposes.

Retention and Disposal Standards:

Computer-Based Data: Transferred yearly to Library and Archives Canada. Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

RDA Number:

93/031

Related Record Number:

TBS PM 251

TBS Registration:

005053

Bank Number:

TBS PCE 745

EX Resourcing

Description:

ADMs are collectively managed and OCHRO is responsible for providing an enterprise-wide perspective on the ADM community and support deputy heads in filling upcoming vacancies. This class

of records uses the Executive Talent Management System (ETMS) tool that supports the Executive Talent Management Process as its primary source of data. Refer to the Central EX Talent Management Bank, TBS PCU 715.

Document Types:

Notes from Cluster Reviews by Deputy Heads, Terms of Reference, presentations, agendas, minutes of meetings, letters of offer to ADMs, CVs, quarterly reports, memoranda, legal opinions, project plans, and talent management profiles.

Record Number:

TBS PM 200

Government-wide EX Talent Management

Description:

This bank describes information about federal government employees in the executive (EX) category who use the Executive Talent Management System (ETMS) through a secure online database. Personal information may include: name and contact information of the individual and supervisor, employee identification number, employment equity information, biographical information, educational information, employee personnel information, gender, opinions and views of or about individuals, photograph and signature.

Class of Individuals:

The use of this tool is voluntary for employees in the core public administration at the EX-01 to EX-02 category and levels. It is mandatory for employees at the EX-03 level, as well as the EX-04 and EX-05 levels (assistant deputy minister levels).

Purpose:

Personal information is collected by Treasury Board Secretariat (TBS), in the Office of the Chief Human Resources Officer and the Office of the Comptroller General (for CFOs), for the purpose of assisting federal organizations in managing executive talent through activities such as succession planning, identification of talent gaps and training and developmental opportunity needs and responding strategies. In addition, with respect to EX-04 and EX-05 levels, the purpose is also to support the collective management of assistant deputy ministers. For organizations to identify trends and critical gaps for the EX-01 – EX-05 levels, refer to the TBS Standard Personal Information Bank "EX Talent Management" (PSU 934). Participating organizations may also receive aggregated enterprise-wide data reports for benchmarking purposes. Personal information is collected under the authority of sections 7 and 11.1 of the *Financial Administration Act*.

Consistent Uses:

Information collected for executives who are at the EX-03, or ADM levels may be shared with the Clerk of the Privy Council's Committee of Senior Officials (COSO). Executive level information may be shared with the Canada School of Public Service (CSPS), the Public Service Commission (PSC), including the Personnel Psychology Centre (PPC). Information may also be shared or used with the following Standard Personal Information Banks:

Performance Management Reviews – PSE 912, Entitlements and Deductions System – PCE 741, Training and Development – PSE 905, Human Resource Planning – PSU 935 and PSE 918 Employment Equity and Diversity. Information may also be used for program evaluations, reporting, research and/or statistical purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed.

RDA Number:

2003/011

Related Record Number:

TBS PM 200

TBS Registration:

20090818

Bank Number:

TBS PCU 715

Human Resources (HR) Integrated Planning**Description:**

Provides strategic leadership in integrating business and HR planning PS-wide; provides leadership in helping departments/agencies develop current and future needs assessments; provides strategic leadership PS-wide for HRP capacity building; provides support to the Interdepartmental HR Advisory Committee; provides support to Deputy Ministers' Committee on Public Service Renewal; develops and implements a portfolio approach to work with departments and agencies PS-wide in all aspects of HR planning.

Document Types:

Annual Reports, Audit and Evaluation; Benchmarking; Business Planning; Co-development (union); Committees, Conferences and symposia - policy development committee, Prime Minister's Advisory Committee on the Public Service (PMAC), deputy ministers subcommittee on recruitment and human resources planning, communications committee, integrated human resources reporting working group; Communications - Marketing - Promotion; Complaints; Consultations - clients; Continuous learning; Corporate

Leadership Council (CLC); Environment Scan; Events and Workshops; Forms - Checklists; Innovations and Best Practices; Management Accountability Framework (MAF); People Component Management Accountability Framework (PCMAF); Meetings and Retreats; Reference Centre; Organizational Development; Outreach - Functional Communities Relations; Liaison - branch and sectors, departments, agencies and Crown corporations, outside organizations; Partnerships - measurement, review; Planning and Reporting; Policy; Products, Tools, Guides; Office of the Chief Human Resources Officer (OCHRO) Workplace Improvement; Research and Best Practices; Strategic Planning - current and future needs of the public service, mission, mandate, vision, business case, action plans; Surveys - Public Service Employee Survey 2005; Website - OCHRO, Public Service Renewal and Diversity (PSRD).

Record Number:

TBS PM 203

Human Resources Policies

Description:

Information on Human Resources Policies of a resourcing and general workplace nature.

Document Types:

Human Resources Policies; policy review process (workshop), report; continuous learning, design, framework, interchange policy, parking, separate employers, student employment, taxis, veterans, Policy and learning, Student Employment; Special Assignment Pay Plan; Employee Performance Management; Volunteers; Standards, Directives and guides related to Occupational Health and Safety, Employee Assistance Program, Workplace day care and fitness

centres, flexible work arrangements and harassment prevention and resolution.

Record Number:

TBS PM 204

Human Resources Strategies

Description:

Information related to the policy, programs and strategies supporting HR renewal.

Document Types:

General Information on Human Resources Strategies; Strategic planning; Strategic policy team; Continuous learning-policy evaluation, continuous learning culture, core knowledge needs, e-learning, learning / training programs / Public Service Commission restructuring, orientation program, PSAC/TBS joint learning.

Record Number:

TBS PM 205

Educational Leave / Co-op Replacement Program (EDCO)

Description:

This bank contains personal information such as name, address, telephone number, Social Insurance Number, classification, department, employment and educational history, *curricula vitae*, transcripts, letters of offer of employment, and salary.

Class of Individuals:

A first group consists of federal government employees in finance, internal audit, human resources, and information technology who have been granted departmental full-time educational leave. A

second group is made up of co-op students from Canadian universities who are assigned to participating departments.

Purpose:

The bank maintains an inventory of participants and co-op students for general administration purposes.

Consistent Uses:

The bank is used for statistical purposes and human resources planning.

Retention and Disposal Standards:

It is proposed that records be retained for 10 years after the report has been tabled in Parliament and then destroyed.

RDA Number:

91/009

Related Record Number:

TBS PM 205

TBS Registration:

005047

Bank Number:

TBS PPU 035

Integrated Planning

Description:

Integrated Planning is central to the successful implementation of the *Public Service Modernization Act* and to the promotion of healthy organizations that retain competent, committed and engaged employees across the Public Service.

Document Types:

General information related to strategic policy; Integrated Planning - administration, business planning, PS renewal in the Office of the Chief Human Resources Officer (OCHRO), performance measurements and reporting, human resources planning, informatics and information and privacy (ATIP), sustainable development, management services.

Record Number:

TBS PM 206

Knowledge and Research**Description:**

The Strategic Planning Directorate was responsible for optimizing federal government performance through the development, periodic updating and management of the federal government Program Alignment Architecture (PAA) and related performance measurement framework (PMF). As part of its planning responsibilities, it plans and directs the delivery of support services for Agency planning retreats. It directs government-wide and supports sector-specific risk assessment, and related risk management and mitigation activities that form an integral part of strategic plans. The Directorate also oversees annual integrated planning and in-year reviews of performance and results and develops the federal government integrated plans. This work involves ensuring the alignment of business planning with human resources and financial planning, in cooperation with the Chief Financial Officer and the Director General, Human Resources and Administrative Services. In addition, the Strategic Planning Directorate coordinates the Report on Plans and Priorities (RPP) and the Departmental Performance Report (DPR). This unit also

oversees the planning and implementation of the government-wide internal audit and evaluation functions and is the official point of contact for the federal government in dealings with the Office of the Auditor General. A further area of responsibility requires ensuring that the Agency is a model of excellence with respect to people management by overseeing the implementation of the government-wide Management Accountability Framework (MAF) assessment and post-MAF follow-up. A fourth area of responsibility involves overseeing and supporting project management across the federal government, providing direct service to sector-specific projects and monitoring progress over time as part of the tracking of Agency deliverables and priorities. The Directorate's monitoring activities respecting project management thus provide an internal challenge function related to ensuring that work is progressing at an appropriate rate within the sectors.

Document Types:

Topics addressed by the Research and Analysis Directorate include the following surveys: The Public Service Employee Survey, the Reconnecting Government with Youth Survey, the Rethinking Government Survey, the Census of EXs and EX Feeder Groups Survey, the Canada Public Service Agency Pulse-Taking Survey, and the External Consultation Survey. The Directorate produces public service employee demographic information. This information is made available to public servants through the Beyond 20/20 Business Intelligence tool. The Directorate also produces demographic information specific to the human resource management requirements of departments as well as those of the central agencies that have human resource management responsibilities. The Directorate supports the Privy Council Office in its Annual Report to Parliament. It also responds to requests for information from other organizations with various human resource

responsibilities, such as the Regional Federal Councils, the functional communities, the Association of Professional Executives, and the Human Resource Interdepartmental Network. The Directorate supplies information on employee attrition, retirement rates, employee mobility, trend analysis and forecasting, workforce availability, age distribution, leave utilization, and regional distribution. It also establishes and promotes human resource demographic analysis standards and best practices.

Record Number:

TBS PM 207

Marketing Promotion and Champions (prior to 2009)

Description:

Promotional information and initiatives on official languages within the Government of Canada intended for the public and for federal employees. The *Official Languages Act* stipulates that the President of the Treasury Board tables a report each year on the Status of the Official Languages Program in federal institutions.

Document Types:

Annual reports, follow-up reports of the Public Service Commission (PSC) and the Commissioner of Official Language, Canadian Heritage, preparation of TB President reports, Treasury Board Secretariat (TBS) action plan and results on section 41; Awareness-course, session for management trainees; Best practices; Events-Atlantic Symposium 2001, distinction award, Forum of official languages, International day of the Francophonie, Public Service Commission week, rendez-vous with our Francophone heritage, Year of la Francophonie; Internet site; Publications.

Record Number:

Values and Ethics Division

Description:

Advises and develops new policy direction in respect of public sector values, based on research and analysis of leading trends and issues. Oversees the administration and provides expert advice on the *Values and Ethics Code for the Public Sector* and Treasury Board Policies and Directives.

Document Types:

General information related to values and ethics; *Values and Ethics Code for the Public Sector*; committees; conferences, meetings, seminars; reports, studies; Treasury Board *Policy on Conflict of Interest and Post-Employment* ; *Public Servants Disclosure Protection Act*; departments and agencies; freedom of expression; corruption; communication plans and tools, departmental coordinators, individual cases, investigations and investigators, monitoring - statistics, policies - enquiries, research, training; *Policy on Legal Assistance and Indemnification*; political activities not subject to Part 7 of the *Public Service Employment Act*; disclosure protection, Policy on Harassment Prevention and Resolution and Directive on the Harassment Complaint Process, *Policy on Employee Assistance Program*, strategic research and policy, workplace daycare centres, workplace fitness centres; accountability measurement and management practices - management accountability framework, measurement tools and strategies, internal and external relations - agencies and Crown corporations, bargaining agents.

Record Number:

TBS PM 210

Official Languages

Description:

On behalf of the Treasury Board, as an enabling agent, and in compliance with the *Official Languages Act* (the *Act*), the Official Languages Centre of Excellence (the OLCE) has a mandate to support federal institutions in enforcing parts IV, V and VI of the *Act* and to create the conditions in which Canadians can receive services in the official language of their choice. It is also responsible for ensuring that federal institutions create a work environment conducive to the use of both official languages, that Anglophones and Francophones have equal opportunities for employment and advancement, and that the composition of the workforce in federal institutions tends to reflect the presence of both language communities.

The OLCE is also the authority within the Office of the Chief Human Resources Officer (OCHRO) that is responsible for supporting the Treasury Board in official language-related matters.

Document Types:

The OLCE produces notices, binders and briefing notes on various issues and on key official language directions; administrative documents on the Official Languages Program management (*Canadian Charter of Rights and Freedoms*, linguistic duality, bilingualism, communications in the federal government, communications with the public, service to the public, designated bilingual offices, significant demand, service to travelers, contracted third parties, airport authorities, air transportation, nature of the office, health and safety, major national or international public events, third parties acting on behalf of a federal institution, active offer, signage, management of the *Official Languages (Communications with and Services to the Public) Regulations*,

regulations compliance review planning, language of work, bilingual regions, the right of employees to work in the official language of their choice, limitations on that right, precedence of public rights over employee rights, supervision in the employee's chosen official language, bilingual meetings, personal and central services, executive leadership, regularly and widely used work instruments, senior management operations, maintenance of a work environment conducive to the effective use of both official languages, obligations of central and common service agencies, equitable participation of English- and French-speaking Canadians, equal opportunities for employment and advancement, merit principle, participation of Anglophones in the federal public service in Quebec, liaison with agencies representing official language minority communities, language requirements, linguistic profile, staffing of bilingual positions, language training, bilingualism bonus, second language evaluations, French on the Internet, use of official languages on social networks and in electronic communications, modernization of human resources management, official language complaints, official language recommendations); answers to parliamentary questions and oral questions on official languages; media lines and questions and answers on official languages; parliamentary business summary documents relating to official languages and summaries of parliamentary sessions on official languages; background information on official languages for speech writers; horizontal opinions and interpretations on the enforcement of the Act and its regulations, as well as on official language policy instruments; advice on language obligations to be included in the policy instruments of other policy centres; agendas and minutes of meetings of the two official language advisory committees; annual Champions' Network conferences and best practices forums; presentations on official languages; computer

publications and tools for people responsible for official languages; reports on official languages; analyses of reports on official languages; federal institutions' official language-related performance evaluations under the Management Accountability Framework ; analyses of official language information systems data; analyses of Public Service Employee Survey data; annual reports on official languages; correspondence on official languages; memoranda related to access to information requests; administrative documents on responses and follow-ups resulting from official language reports by parliamentary committees and the Office of the Commissioner of Official Languages, as well as administrative documents on follow-ups resulting from the *Official Languages Action Plan 2003–2008*, the *Roadmap for Linguistic Duality 2008–2013* and the *Roadmap for Official Languages 2013–2018*.

Record Number:

TBS PM 211

Official Languages (prior to 2001)

Description:

Official Languages Act; Official Languages Regulations (Communications with and Services to the Public); general information on official languages policies.

Document Types:

Official Languages and Employment Equity - Departments and Agencies; General information relating to Official Languages; Audit - departments, agencies and Crown corporations, language of work, program management, regional visits (CONSTATS), service to the public; Bilingualism bonus; Commissioner of Official Languages-complaints; Common services; Conferences, meetings and seminars-meeting of the Official Languages Champions; Crown

corporations-payments under OLA log, privatization; Decentralization; Departmental official languages structures; Education allowances (children of federal public servants); Equitable participation; Evaluation; Federal Identity Program; Increased Ministerial Authority and Accountability (IMAA); Information programs-books and publications; Language of work objective; Language requirements of positions-identification; Linguistic regimes of provinces and territories; Liaison-Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, Northwest Territories, Nunavut, Yukon; *Official Languages Act*-Regulations-consultations; Official languages minority groups-regional; Departments, Agencies and Crown Corporations; Alternative services delivery; Privatization-transfer of responsibilities; Service to the public; Staffing; Studies and surveys; Translation and needs; Work Instruments.

Record Number:

TBS PM 212

Official Languages Committees and Councils (prior to 2009)

Description:

Information on official languages policies and programs, and consultations with unions on these policies and programs.

Document Types:

Committees and councils-National Joint Council-Official Languages Committee.

Record Number:

TBS PM 214

Official Languages Innovation Program (OLIP) (prior to 2006)

Description:

The Official Languages Innovation Program was eliminated in 2006. It was an Action Plan for Official Languages (an Exemplary Public Service); Official Languages Innovation Fund and Official Languages Regional Partnerships Fund.

Document Types:

Innovation fund, OLIP, eligibility criteria, fund management, annual budgets, Steering Committee, evaluation report, Memorandum of Understanding, innovative projects, partnerships, change in organizational culture, management of the Official Languages Program, learning, interdepartmental cooperation, sharing of best practices, language learning in the workplace, Federal Regional Councils.

Record Number:

TBS PM 215

Official Languages Training (prior to 2009)

Description:

Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills.

Document Types:

Training; Language-accreditation, Advanced Language Training Program (ALTP), departmental programs, exemptions from the parameters, extensions and deferments, review, testing, staff development.

Record Number:

TBS PM 216

Official Languages: Burolis

Description:

Directory of offices and service points offering services to the public of federal institutions and privatized organizations subject to the provisions of the *Official Languages Act and Regulations*.

Document Types:

This directory indicates where the service point is located and stipulates whether or not there is an obligation to communicate with the public in both official languages in accordance with the relevant provision of the *Act or Regulations*. Burolis allows its main users, the staff of the Official Languages Centre of Excellence and the institutions to obtain through its search function the addresses of offices of a specific institution or of federal offices in a specific locality, metropolitan census region, National Capital Region, province or territory. This directory is updated on a regular basis by the institutions and is also available on Internet and Publiservice.

Record Number:

TBS PM 213

Occupational Health and Safety

Description:

The Occupational Health and Safety (OHS) unit provides advice and strategic policy direction on establishing and managing the OHS program to departments and agencies of the core public administration named in Schedules I and IV of the *Financial Administration Act*.

Document Types:

Canada Labour Code Part II, Health and Safety Officer under Part II of the *Canada Labour Code*, committees, conferences, meetings and seminars, departments with delegated responsibility, departmental programs, fire protection, first aid, *Government Employees Compensation Act* (GECA), guides, procedures, standards, health evaluations, investigations-studies-surveys-audits, publications, reports and statistics, smoking in the workplace, training, use and occupancy of buildings, workers compensation benefits.

Record Number:

TBS MF 136

Performance Measurement and Liaison (prior to 2009)

Description:

Assessment of the effectiveness of the Official Languages Program in federal institutions. Ensuring that institutions comply with their official languages obligations. Information on official languages policies and programs for the public and federal employees and consultations with departments and key stakeholders about those policies and programs, compliance review of the regulations.

Document Types:

Evaluation report – service to the public in British Columbia, audits – language of work, service to the public, Burolis – training and resolution, federal office directory, closed offices, regulations compliance review, Office of the Commissioner of Official Languages complaints, investigation report and special study on follow-up by the Office of the Commissioner of Official Languages, follow-up, monitoring – analysis of Treasury Board submissions, annual report, assessment of institutions, performance measurement, liaison with institutions, statistics, pilot projects – communications between Quebec City and the National Capital

Region, service to the public in British Columbia, TBS special studies, investigations, universe of institutions subject to the *Official Languages Act*, committee consultation with minority communities, special meeting – key stakeholders (PSC/Canadian Heritage/CCG/OCOL), committees – airport authority advisory committees, committee of assistant deputy ministers supporting the DACOL, Departmental Advisory Committee on Official Languages (DACOL), Crown Corporation Advisory Committee on Official Languages (CCACOL), Departmental Advisory Committee on Official Languages (DACOL), regional federal councils, interdepartmental consultation committee on language industries, interdepartmental partnership with official language communities (section 41 coordinators). National French Canadian Human Resources Development Committee, National Human Resources Development Committee for the English Linguistic Minority, National Joint Committee on Official Languages, Network of Official Languages Champions – Crown corporations, departmental committee, Network of Official Languages Champions steering committee, regional official languages sub-committee, Port Authority Advisory Committee, Reference Group of Ministers, research group, Standing Committee on Official Languages. Site for Language Management in Canada, communities - Alberta, British Columbia, Assemblée des aînées et aînés francophones du Canada, Fédération des communautés francophones et acadiennes du Canada (FCFA), Manitoba, national Francophone community, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Québec, Saskatchewan, Yukon Territory, conferences, consultation - Office de la langue française.

Record Number:

TBS PM 218

PS Renewal Task Force and Modernization (2008)

Description:

Information on classification modernization including the development and maintenance of classification systems and standards for all occupational groups in the public service; and the process by which a job is allocated to an occupational group and, through job evaluation, to a level within the group. Information on human resources management policies of a resourcing and general workplace nature, including in respect of conflict management systems. Information on HR Capacity building, recruitment, professional development and learning. Information about complaints to the Public Service Staffing Tribunal, the resulting decisions, and related trends and statistics.

Document Types:

Alternative dispute resolution; Annual direction on the learning needs and priorities to the public service; Assistant secretaries office; General information on vice president's office for PS renewal taskforce & modernization; Business planning; Career Assignment Program (CAP); Charitable organizations campaign; Corporate Knowledge Retention and Transfer (CKRT): Committees - Advisory Committee on Labour Management Relations (ACLMR), Federal Committee on Workplace Alternative Dispute Resolution (ADR), human resources joint steering committee, policy committee, policy council, Policy Integration Committee (PIC) meetings - Terms Of Reference (TOR), Policy Integration Committee Working Group (PICWG), Public Service Commission Advisory Committee (PSCAC) working group on co-development, Research Community Advisory Committee (RCAC), Survey Follow-up Action Committee (SFACC); Communications; Compensation; Conferences; Consultation reports; Continuous learning - policy evaluation, continuous

learning culture, core knowledge needs, e-learning, learning training programs public service commission restructuring, orientation program, PSAC/TBS joint learning; Current and future needs of the public service; Data extraction and analysis; Decks, presentations, speeches; Definition of promotion; Departmental outreach; Departments, agencies and Crown corporations; Discussion papers; Electronic Human Resources (e-HR); Electronic learning (E-learning); Environmental scan report; Events and workshops; Federal student employment programs - departmental programs initiatives; Finances; Foreign Services (FS) study; Functional communities relations; Government On-Line (GOL), HR policies and publications from outside organizations; Human resources; Human resources community secretariat; Human resources information management working group; Human Resource Management Framework (HRMF); Human resources management modernization; Human resources system; Innovations and best practices; La Relève; Learning and development; Management development program; Management trainee program; Measurement framework; Meetings, councils and retreats; Microcomputer systems; Mobility; National Occupation Classification (NOC); Occupational categories and groups; Organizational development; Outreach; Performance management, Planning; Planning and reporting; Planning results and information systems; Planning results HR instruments suite; Policy - policy review process workshop, report, continuous learning, design, framework, hospitality resource information, interchange policy, parking, separate employers, student employment, suite, taxis, veterans; Policy and learning; Portfolio relations; Practices; PSAC/TBS join learning; Public Policy Forum (PPF); Surveys - public service-wide employee surveys 1999,2002,2005; Transforming the government; Website - e-HR, Human Resources (HR) connections;

Workforce renewal strategy; Working framework renewal; Working groups; Workplace improvement and HR innovations team; Recruitment and retention; Risk management indemnification of and legal assistance for Crown servants, indemnification of public servants, ministers and directors prior to November 1994, provision of legal services to public servants prior to November 1994, indemnification of servants of the Crown and legal assistance prior to September 1996, provision of legal services to public servants prior to November 1994; Youth programs.

Record Number:

TBS PM 217

Plans and Progress Reports for La Relève

Description:

Information relating to the renewal of the Public Service and its Human Resource management.

Document Types:

Plans and Progress Reports for La Relève; Central agencies, Government departments, Federal regional councils; Functional communities.

Record Number:

TBS PM 256

Policy and Planning (Human Resources)

Description:

Information on human resources policy development and integration, human resources business planning co-ordination and special projects and human resources management modernization.

Document Types:

General information on human resources policies and planning; Informal Conflict Management System; Annual direction on the learning needs and priorities to the public service; Annual reports; Assistant secretaries office; Benchmarking Business planning; La Relève; Career assignment program (CAP); Charitable organizations campaign; Corporate knowledge retention and transfer, Committees-advisory committee on labour management relations, continuous learning, human resources joint steering committee, policy committee, policy council, Policy Integration Committee-forward planning agenda, meetings, terms of reference; working group, working group on co-development of the advisory committee of the Public Service Commission, research community advisory committee, survey follow-up action committee; Communications; Compensation; Conferences; Consultation reports; Current and future needs of the public service; Decks, presentations, speeches; Definition of promotion; Departmental outreach, Discussion papers; Electronic learning (E-Learning); Environmental scan report; Federal student employment programs; Finance; Foreign services (FS) study; Functional communities relations; Government on-line (GOL); Innovations and best practices; La Relève; Learning and development; Management development program; Management trainee program; Micro-computer systems; Organizational development; Outreach; Performance management; Planning-reporting, results and information systems, parking, suite, taxis, Policy and learning; Practices; PSAC/TBS joint learning; Public policy forum; Research and analysis; Working framework renewal; Working groups; Events and Workshops; HR policies and publications from outside organizations; Electronic human resources (e-HR).

Record Number:

TBS PM 257

Universal Classification Standard

Description:

Files related to the design of the Universal Classification Standard.

Document Types:

Classification simplification group-classification and occupational group structure; Artificial intelligence (AI) technology ex-class project; Classification standards and agreements; Committees; Conferences, meetings, symposia and presentations; Consultations and participation-consultants, departments and agencies, unions; Departmental work descriptions; Universal Classification Standard (UCS)-conversion-reference positions, general services group (GE)-implementation, HS/GS (hospital services and general services), degree illustrations; Universal job evaluation plan (UEJP)-committees, whole job ranking activity; Training-universal job evaluation plan (UEJP); Universal Classification Standard; Social sectors; Evaluation plan redesign; Committees; Communication files-decks, speeches, meetings, flip charts; Fresh eye testing (February 2-20, 1998); Design simplification-work descriptions(5K); Gender neutrality; Implementation-enquiries Canada exercise, reporting on the departmental UCS project plan (includes sample II); Interdepartmental model work description (IMWD); Sample 1 and 2 on the work information gathering tool (WIGT) by participant number; Information technology; Organization test; Standard 1.0 (May 1998 to April 1999); Standard 1.1 (April 1999 to October 1999); Standard 2.0 (October 1999 to present); Training-5K exercise-Departments/Asticou (September 1998), Evaluation training by region; Historical.

Record Number:

TBS PM 259

Public Service Renewal Initiative

Description:

Information relating to the overall renewal of the Public Service and its human resources management.

Document Types:

Deputy Ministers Committee on Public Service Renewal; Prime Minister's Advisory Committee on the Public Service; Learning and development-learning advisory panel, orientation program; briefing notes, correspondence. Public Service Renewal; Demographics; Employment Equity; Middle managers-forums; Pride and recognition-awards and honours, national public service-publication-day in the life project, rediscovering public service; Recruitment and retention strategy

Record Number:

TBS PM 219

Quality of Worklife (2009)

Description:

Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service.

Document Types:

Quality of Worklife; Consultations.

Record Number:

TBS PM 221

Recognition and Awards

Description:

The Office of the Chief Human Resources Officer (OCHRO) currently provides central management, planning, coordination, departmental and regional liaison, advice, and communications oversight related to awards and recognition across the federal public service. This includes: National Public Service Week, the Public Service Awards of Excellence, the "Seasons" Long Service Award and "iBoutique" Instant Award programs. The Outstanding Achievement Award program is now managed by the Privy Council Office. OCHRO promotes the strategic use of recognition by managers and through linkages with the *Performance Management Directive* in the context of public service renewal.

Document Types:

General information on Awards and Recognition, including the Public Service Award of Excellence program, the Instant Award Program and Long Service Award programs. Materials related to coordination and support to departments, agencies and Regional Federal Councils on National Public Service Week. National Master Standing Offer for Long Service and Instant Award programs.

Record Number:

TBS PM 260

Strategic Policy and Coordination (prior to 2009)**Description:**

The Strategic Policy and Coordination Directorate is responsible for ongoing, high-level debate to generate ideas that position the Public Service (PS) as a world-class employer. With a view to addressing PS-wide people management challenges, it oversees the identification, evaluation, risk assessment and development of an empirically based strategic policy agenda. In addition, it has

developed and currently manages and maintains the Agency's governance structure to ensure transparency, coherence and horizontal integration in policy development and decision-making. It streamlines and directs the analysis of PS-wide reporting on people management, thus supporting senior Agency and government officials in their PS-wide leadership roles vis-à-vis people management. In a related function, it oversees the design and ongoing development of the people management indicators of the Management Accountability Framework (MAF), carries out the analysis and assessment of PS performance by departments and agencies as illustrated by results on these indicators, and formulates advice, arising from this analysis, to deputy heads on strategies and action plans to enable people management excellence in their organizations.

Document Types:

General information related to Strategic Policy and Coordination; Horizontal coordination, Management accountability - annual reports, Management Accountability Framework (MAF), people components of the management accountability framework (PCMAF), HR reporting portal - consolidated portal for policy monitoring and reporting, results-based human resources management and accountability framework.

Record Number:

TBS PM 223

Transition and Work Life Policies

Description:

General information on labour relations (job security), employment transition measures, employment policies, benchmarking and departure incentives.

Document Types:

General information on Transition and Work Life Policies; Departments and agencies; Day care; Increased ministerial authority and accountability (IMAA); National Joint Adjustment Steering Committee (NJASC)-departments and agencies, provinces and territories; Alternative service delivery departments and agencies, transfers of government employees from one department to another; Human resource development council secretariat; Human rights-committees, Human resources management regime benchmarking; Risk management; Deployment-appointment to level; Geographic mobility; Human resources reform (HR modernization); Interchange Canada; Leave with income averaging; Leave with pay-designated holidays, special, time off, vacation; Leave without pay; Oath of allegiance; Public service terms and conditions of employment regulations; Pre-retirement transition leave; Severance pay; Self-funded leave; Surveys; Special assignment pay plan (SAPP); Telework (work at home); Temporary employment-long term specific period employment, term study; Transfer from federal to private or provincial jurisdiction; Transfers of government employees from one department to another; Conditions and benefits of work- *Canada Labour Code*; Day care; Continuity of employment; Flexible workforce; Hours of work-adaptable work patterns-compressed work week, departmental programs, evaluation, flexible working hours-overtime, Telework (work at home).

Record Number:

TBS PM 224

Workplace Wellness and Productivity Strategy**Description:**

The Workplace Wellness and Productivity Strategy is a horizontal initiative led by the Treasury Board Secretariat (TBS) which seeks to modernize the federal government's sick leave and disability management system by replacing its currently fragmented approach with one that provides fair, comprehensive and seamless coverage to all employees. With key partners, TBS is working to design a more effective, fairer and sustainable disability management system for the federal public service that will promote employee wellness and productivity, and focus on prevention, support and return to work.

Document Types:

General information on the sick leave program and usage, disability management (data, statistics), wellness and prevention programs and policies; policies on group benefits and insurance; statistical analysis on workers' compensation; executive documents (Cabinet and TB submissions); contracts; administrative documents; project management documents; memos and briefing notes; legal assessments; publications on disability management, wellness and prevention; and communications products.

Record Number:

TBS PM 225

Development Programs

Description:

Historical information relating to the management and administration of the corporate leadership Development Programs, candidates and participants. As part of the strategic review process, a horizontal review of central human resources management functions to support departments and agencies of the core public administration was conducted. In this context, a new human

resources governance structure came into effect in February 2009 to rationalize and improve the management of human resources. As such, organizations are now primarily responsible for leadership development programs based on specific needs identified in their business plans.

Document Types:

General information relating to Development Programs; Accelerated Executive Development Program (AEXDP) - ADM Pre-qualified pool selection, annual assessment and program completion, AEXDP recruitment process, applicants and participants, developmental assignments, La Relève; Accelerated Economist Training Program (AETP) - Training files; Interchange Canada Program (ICP) - candidate files; Management Trainee Program (MTP) - graduate and withdrawn, not retained, participants; Career Assignment Program (CAP) - Aboriginal, Diversity in Leadership Program (DILP), information technology, language training, marketing, operations, participants and candidates, persons with disabilities (PWD), pilot functional community project financial administration (FI) candidates and participants, pre-qualified EX-01 ready process, projects, promotion, selection, transition alignment, visible minorities; Scientists as leaders.

Record Number:

TBS PM 226

Accelerated Economist Training Program (AETP)

Description:

This bank may contain *curricula vitae*, applications, transcripts of marks, interview notes, notations or referrals, notes to file, and faxes for all applicants to the program. It may also contain

administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the program. The AETP, which was delivered by the Office of the Chief Human Resources Officer, has been phased out. A new AETP program, organized and led by a number of departments and agencies, has been implemented.

Class of Individuals:

Public servants and non-public servants who applied to the AETP or past participants of the AETP.

Purpose:

This bank exists under the authority of sections 5, 10, 11 and 16 of the *Public Service Employment Act* to provide an inventory of persons who sought positions with the AETP, and to maintain historical records of all persons who have participated in the AETP.

Consistent Uses:

This bank was used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaced with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

Retention and Disposal Standards:

Records of applicants were retained for two (2) years after an application was submitted and then were destroyed. Hard copy records for participants are retained for five (5) years after the participant ceases to be in the program. Machine-readable records are retained 25 years and then destroyed.

RDA Number:

2001/025

Related Record Number:

TBS PM 226

TBS Registration:

003069

Bank Number:

TBS PCE 701

Accelerated Executive Development Program (AEXDP)

Description:

This bank may contain correspondence; applications to the program; structured CVs; reference checks, the Track Record interview, and Selection Review Board (SRB) interviews; results of the integration process and program office notes. The Office of the Chief Human Resources Officer (OCHRO) has phased out the Accelerated Executive Development Program.

Class of Individuals:

Members of the Executive Group who applied to the AEXDP.

Purpose:

This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act*. This bank was used to record and provide information relating to the applicants to the AEXDP who were accepted or rejected. It was also used to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), the Public Service Commission (PSC) and OCHRO.

Consistent Uses:

The bank was used to record and provide information to COSO, OCHRO and PSC regarding acceptance to the program.

Retention and Disposal Standards:

Hard copy records of applicants whose candidacy was not accepted are retained for five (5) years, after which time they are destroyed. Hard copy records of an employee who was accepted to the program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which time they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for 20 years.

RDA Number:

2001/025

Related Record Number:

TBS PM 226

TBS Registration:

004019

Bank Number:

TBS PCE 768

Performance Management Reviews

Description:

Includes records related to the evaluation of the performance of employees based upon regularly established objectives. May include information related to training requirements, employee/employer objectives and expectations, competencies, employee misconduct, performance compensation, annual increments, probation, and discipline.

Document Types:

Performance assessments, performance agreements, learning and development plans, talent management plans, investigation reports and action plan reports.

Record Number:

TBS PM 275

Performance management program for employees**Description:**

This bank describes information that is used in support of the performance management of employees of the core public administration. The personal information may include name, biographical information, educational information, employee personnel information, medical information, employee identification number, other identification numbers, signature, and views and opinions of and about an individual.

Note: *Information may be stored in the following system: The Public Service Performance Management Application (PSPM App). To access the PSPM App, use a Public Key Infrastructure (PKI) certificate issued by Shared Services Canada; refer to SSC PCU 606 Internal Credential Management Services.*

Class of Individuals:

Employees of the core public administration

Purpose:

The personal information is used to support the delivery of the performance management program for employees by deputy heads and their representatives in departments and agencies of the core public administration. This involves the registration of employees and managers in the program; the creation of

performance agreements; the provision of reports to departments and agencies and Parliament in the form of aggregated information; and the provision of reports to departments and agencies to identify employees and managers who are not registered in the program. Personal information is collected pursuant to section 11.1 of the *Financial Administration Act* (FAA).

Consistent Uses:

The information may be used or disclosed for the following purposes: reporting to senior management, evaluation, auditing, policy analysis, and research and statistics. Information may be accessed by departmental human resources officers, Treasury Board of Canada Secretariat systems administrators and Shared Services Canada systems administrators, as part of their duties to support the PSPM Application. Personal information provided for registration is validated by technological means through data matching with personal information found in the Regional Pay System of Public Services and Procurement Canada (PSPC); refer to PWGSC PCE 705 Public Service Compensation Systems. Information may be shared with departments and agencies; refer to PSE 912 Employee Performance Management Program of the employee's department.

Retention and Disposal Standards:

Under development.

RDA Number:

98/005

Related Record Number:

TBS PM 275

Bank Number:

TBS PCE 754

TBS Registration:

20140006

Management Trainee Program (MTP)

Description:

The objective of the Management Trainee Program (MTP) was to recruit and develop highly qualified individuals for key positions of responsibility in the federal Public Service of Canada. The personal information collected includes the individual's full name; home address and telephone number; work address and telephone number; citizenship, date of birth, test scores, assignment evaluations, highest level of education attained, transcripts of marks, performance evaluations, bilingual capacity, and employment equity status. The Management Trainee Program (MTP), delivered by the Office of the Chief Human Resources Officer (OCHRO), has been phased out. Departments and agencies have the responsibility for employee development at this level.

Class of Individuals:

Former applicants and participants of the MTP, both public servants and non-public servants.

Purpose:

This information was used to manage the MTP and to track candidates' progress within the Public Service. The MTP included current and historical information so that it could be used to prepare future recruitment campaigns and to produce statistical reports.

Consistent Uses:

It was used to refer candidates to departmental senior managers for future employment opportunities. An electronic mailing list was maintained for the MTP community and was used only to send information to participant.

Retention and Disposal Standards:

This information is scheduled to be retained for five years after expiry of the agreement and then destroyed, once a Records Disposition Authority has been established.

RDA Number:

2001/025

Related Record Number:

TBS PM 226

TBS Registration:

006439

Bank Number:

TBS PCU 768

Employment and Staffing

Description:

Information on employment programs in the public service.

Document Types:

Employment and Staffing; Moratorium/staffing freeze; part-time employment; *Public Service Employment Act*-review of personnel management and the merit principle; Size of the public service; temporary services.

Record Number:

TBS PM 232

Exclusion System (EXCL)

Description:

This bank contains individual federal employee data relating to exclusions. The employee record contains information including: name and employee classification. Also included is information concerning reasons for exclusions.

Class of Individuals:

All former and currently excluded employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act* (formerly the *Public Service Staff Relations Act*).

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations

Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System, Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

RDA Number:

94/011

Related Record Number:

TBS PM 232

TBS Registration:

005051

Bank Number:

TBS PCE 743

Point of Contact (Assignment Service)

Description:

This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results.

Class of Individuals:

Federal government employees (including separate employers and Crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment.

Purpose:

The bank maintains an inventory of candidates for the purpose of referring interested employees to departments that are looking to fill available assignments.

Consistent Uses:

The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning.

Retention and Disposal Standards:

It is proposed that records be retained for 10 years after the report has been tabled in Parliament and then destroyed.

RDA Number:

91/009

Related Record Number:

TBS PM 232

TBS Registration:

002870

Bank Number:

TBS PCE 782

Employment Equity**Description:**

Information on policy and programs relating to equal employment opportunities for Aboriginal groups, women, visible minorities, and persons with disabilities within the core public administration, including the representation and distribution of these groups.

Document Types:

Aboriginal people - associations, clubs, societies, committees, including Deputy-led Champions and Chairs Circle for Aboriginal Peoples, departmental plans and programs, external availability - estimates by departmental and occupational groups, census 1986, northern development advisory committee - Northern Careers Program (NCP). **Members of visible minority groups** - Advisory Committee to the President of the Treasury Board - meetings, committees including Deputy-led Visible Minorities Champions and Chairs Committee, external availability-by category and occupational groups, metropolitan area, Task force on members of visible minority groups (1998-1999). **Persons with Disabilities** - Advisory Committee to the President of the Treasury Board (ACE), architectural barriers, committees - including Deputy-led People with Disabilities Champions and Chairs Committee, consultations, departmental plans and programs, Government of Canada disability agenda, transportation. **Women** - celebrations, committees - interdepartmental - standing departmental plans and programs, internal availability - by departmental and occupational groups, as of March 31, 1990, reports and statistics, status - committees and councils, international year, studies and surveys.

Record Number:

TBS PM 227

Employment Policies

Description:

Information on human resources policies of a resourcing and general workplace and workforce nature.

Document Types:

General information on employment policy; Resourcing policy - appointment to level, assignment/secondment, competency-based management, conditions of employment, promotion, deployment, foreign credentials, Interchange Canada , mentoring, part-time work, performance management, probation, rate of pay on appointment, special assignment pay plan, staffing tribunal - complaints, student employment, term employment, volunteers; Workplace policy - charitable organizations, performance management, telework.

Record Number:

TBS PM 231

Government-Wide Recruitment and Development Programs

Description:

Information relating to Government-Wide Recruitment and Development Programs

Document Types:

Applicant accounts and profiles (social media), applications, self-declaration/self-identification documents, job advertisements, notifications, screening criteria, curriculum vitae, screening board report, second language evaluation reports, security clearances, letters of reference.

Record Number:

TBS PM 233

Talent Cloud

Description:

Talent Cloud is an online platform to hire talent for project-based work in the Public Service. This bank describes information about: individuals who have created an applicant account on the Talent Cloud platform; individuals who have applied to jobs on the Talent Cloud platform; and managers (public servants) who have posted a job on Talent Cloud.

- The personal information provided by individuals to create a Talent Cloud applicant account may include name, contact information (email address), links to publicly shared social media profiles (Twitter and LinkedIn), self-description, and preferences for work and learning environment.
- Information provided by individuals who have applied to jobs on the Talent Cloud platform may include declaration on citizenship status (no supporting documents), declaration on veteran status (no supporting documents), official language preferences, employment history, education history (level of education, area of study, institution, start and end dates), self-assessed competencies (level of expertise and description), references (names, email address, relationship to applicant), views and opinions (answers to open-ended questions), and publicly posted work samples (description, date of creation, link to work samples).

Information provided by hiring managers may include name, contact information (email address), job title, division, branch, department, links to publicly shared social media profiles (Twitter and LinkedIn), education, years of experience, career highlights, learning path, self-description, leadership style and management values, approach to employee learning and development, expectation of employees, and leadership preferences.

Class of Individuals:

General public (non-public servants), federal employees (public servants), or any individual who has an applicant account in Talent Cloud wishing to apply to the federal public service for an externally advertised term position posted to Talent Cloud by one of the partner departments. Individuals whose names have been provided as references or are supervisors of applicants. Hiring managers from partner departments who volunteered to use Talent Cloud for staffing.

Purpose:

Personal information is used to administer recruitment and staffing activities in Talent Cloud's partner departments. This bank exists in accordance with sections 7(1) of the *Financial Administration Act (FAA)* and section 15(1), 29 and 30 (1), (2), and (3) of the *Public Service Employment Act (PSEA)*. The personal information provided by the individual will be used by the Treasury Board of Canada Secretariat (TBS), the Public Service Commission and federal government organizations to identify applicants suitable for project-based term positions within the public service.

Consistent Uses:

This bank is used to collect applicant data and identify applicants suitable for project-based term positions and to hold applicants' accounts and their profiles. Personal information is also used to retain applications that are in progress of being submitted and those applications that are submitted to externally advertised processes using Talent Cloud. This bank is used to collect manager data to provide applicants with information to make informed decision when considering to apply for a job with the public service. Aggregate data may be collected, retained, used or disclosed for non-administrative purposes by TBS program activities for the

following purposes: studies; evaluations; analytical activities; audits; research; reporting; surveys; statistical analysis, and to address research questions related to the overall design of the talent marketplace (e.g. which features assist in optimizing time to staff and best fit; what information do applicants consider most in applying for a position). The information may be disclosed to the PSC Investigations Directorate (PSC PPU 010) in accordance with section 6 (external appointments) of the PSEA.

Retention and Disposition Standards:

Applicant information in response to job advertisements will be retained for a minimum of 5 years prior to disposal in accordance with Government of Canada standards for HR applications. This information will be collected as a “snapshot” at the time of application and stored for 5 years with the hiring managers and HR advisors of partner departments, as per standard staffing procedure.

Applicant profile information on the Talent Cloud platform will be retained in Talent Cloud for a minimum of 2 years after the last administrative action. However, applicants will be notified that if the information contained in their profile has been extracted for administrative purposes by a partner department, the information may be retained in accordance with the disposition authorities of the department. Applicants with accounts that have been inactive for two years will be notified prior to pending removal of their profile. Applicants may ensure that their data is stored beyond two years by remaining active on the Talent Cloud site. Applicant profile content may be removed by the applicant at any time, by editing the

profile once logged in. Applicants may request the complete deletion of their profile and account at any time by emailing the Talent Cloud email.

Manager profiles will be retained on the Talent Cloud platform for two years. Managers with accounts that have been inactive for two years will be notified prior to pending removal of profile. Managers may ensure that their data is stored beyond two years by remaining active on the Talent Cloud site. Manager profile content (which is connected to job posters) may be changed or removed by the manager at any time, by contacting the Talent Cloud team via email to request changes, which will be implemented within 48 hours. Managers may request the complete deletion of their profile and account at any time by emailing the Talent Cloud email.

The list of job opportunities will remain as a permanent record of the jobs posted as part of the Talent Cloud experiment, and are a matter of public record. These posters will be files as part of various reports on Talent Cloud listed on GCcollab and published externally. Although the official records that would serve to support, defend, or inform a hiring process, including the job poster, are the hiring institution's official records in their official information repository, Talent Cloud will retain archived (non-active) job posters on the Talent Cloud platform for five years.

For information about the length of time that specific types of records are maintained by a government institution, including the final disposition of those records, please contact the institution's Access to Information and Privacy Coordinator; job posters will be

retained as a permanent record of the jobs posted as part of the Talent Cloud, and are a matter of public record. These job posters will be filed as part of various reports on Talent Cloud listed on GCcollab and published externally. Storage of archived (non-active) job posters on the Talent Cloud platform will be available for the duration of the Talent Cloud project.

RDA Number:

To be confirmed

Related Record Number:

TBS PM 233

Bank Number:

Assigned once PIB is approved by IPPD

Career Assignment Program (CAP)

Description:

This bank may contain basic personal information, Executive Simulation for CAP forms, curricula vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates. This bank may also include information retained for a previous program: Special Development Program. The Office of the Chief Human Resources Officer (OCHRO), has phased out the Career Assignment Program (CAP) as a central initiative. Departments and agencies have the responsibility for employee development at this level.

Class of Individuals:

Non-public servants and public servants who had competed in a competitive process and/or had participated in CAP.

Purpose:

This bank existed in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to initial and final nominations to CAP. This bank also existed to maintain an historical record of all persons who had participated in CAP.

Consistent Uses:

This bank was used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counseling purposes.

Retention and Disposal Standards:

Records were retained in hard copy for three (3) years for employees who did not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years.

RDA Number:

2001/025

Related Record Number:

TBS PM 233

TBS Registration:

001705

Bank Number:

TBS PCE 751

Interchange Canada

Description:

This bank may contain curricula vitæ, performance reviews and employee appraisals, agreements, job descriptions, and correspondence related to Interchange Canada. Some information exists in computerized form.

Class of Individuals:

Public servants and non-public servants who are applying for, or who are currently on or have completed an Interchange Canada assignment under Interchange Canada.

Purpose:

This bank exists under the authority of sections 5, 10, 11 and 16 of the *Public Service Employment Act*, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in Interchange Canada.

Consistent Uses:

This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system.

Retention and Disposal Standards:

Hard copy records of prospective applicants are retained for two (2) years after the prospective applicant is declared inactive, and then records are destroyed. Records of public servant participants are retained for two (2) years after termination of participation and then destroyed. Records of non-public servants are retained for five (5) years after termination of participation and then destroyed. In the case of a non-public servant who is an employee of a personal corporation, records are retained for six (6) years after termination of participation and then destroyed.

RDA Number:

2001/025

Related Record Number:

TBS PM 233

TBS Registration:

001952

Bank Number:

TBS PCE 729

Human Resources Community Secretariat and Functional Communities

Description:

Information on HR capacity building, recruitment, professional development, learning and other related topics of interest to the Human Resources community, including compensation specialists.

Document Types:

General information relating to the Human resources community and functional communities; Compensation; Courses; PE; selected standard; Embracing change; PE recruitment initiative - candidates, withdrawn, not retain; Compensation advisor recruitment initiative - candidates, withdrawn, not retain.

Record Number:

TBS PM 234

Human Resources Development and Renewal

Description:

Information on training and development, awards and continuous learning.

Document Types:

Human Resources Development and Renewal; Federal student employment programs including departmental programs and initiatives; Learning - projects - continuous learning culture, training and development; Training programs for Public Service Commission re-structuring.

Record Number:

TBS PM 235

Information Systems Used for Program Management of Official Languages in Federal Institutions

Description:

Information on administrative systems of official languages programs.

Document Types:

OLIS II (Official Languages Information System II), PCIS (Position and Classification Information System).

Record Number:

TBS PM 237

Official Languages Information System (OLIS II)

Description:

OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis.

Class of Individuals:

All employees of the federal institutions and privatized organizations (Not part of the Core Public Administration) subject to the *Official Languages Act* except employees of the public service (Annex 1, Part 1, of the *Public Service Staff Relations Act*) that are appointed full-time indeterminate or part-time determinate for more than three months.

Purpose:

Pursuant to the *Official Languages Act*, an annual report must be submitted to Parliament on the status of the Official Languages Program.

Consistent Uses:

The information is used for statistical purposes to monitor that segment of the Official Languages Program that pertains to language obligations.

Retention and Disposal Standards:

Computer-Based Data: Transferred yearly to Library and Archives Canada Textual and Electronic Records. It is proposed that records be retained for 10 years and then destroyed.

RDA Number:

94/004

Related Record Number:

TBS PM 237

TBS Registration:

005061

Bank Number:

TBS PCE 775

Leadership Network

Description:

Information relating to the creation, action plan and strategic planning of the Leadership Network, reports and information on management committee. The Leadership Network is no longer active.

Document Types:

General information relating to The Leadership Network; Agreements; The Managers project; La Relève Action Fund Support; Policy research development program (PRDP); Competencies Project; Conferences, fora, meetings and symposia; Co-operation and liaison; Public service branding; Committees, boards and commissions - Committee Of Senior Officials (COSO); The Leadership Network communications; Annual Report to the Prime Minister; BTV-Business Television; Publications; CD-ROM; Videos; Speeches and Addresses; TLN/La Relève Task Force "decks"; Public service renewal; Plans and progress reports for La Relève; Federal regional councils; Functional communities; Government departments; Partnership; Emergency preparedness; Federal Identity Program (FIP); Legal matters; Major public-service wide projects; Public service human resources management framework; Staffing; Accelerated Executive Development Program (AEXDP); ADM prequalified process (PQP); EX Cadre; Human resources community leadership - participants; Learning and development; Middle managers - forum; Recruitment and retention strategy; Leadership policies; Career Assignment Program (CAP); Management Trainee Program (MTP) Strategies for improving leadership capacity; Renewal Strategy for EX Community; Talent Management.

Record Number:

TBS PM 238

Learning and Communication

Description:

Collaborates with and supports departments, the Leadership Network, the Canada School of Public Service and others to foster and promote employee and management awareness, understanding and application of values and ethics. Ensures values and ethics messaging is integrated into all core learning for public servants delivered by the Canada School of Public Service. Assists departments in developing their own learning programs. Ensures key officials responsible for values and ethics policies and programs in departments and agencies receive the training and materials they require to fulfil their responsibilities to a high standard.

Document Types:

Learning and Communications-communications, learning, website; Internal and external relations-Advisory council on values and ethics, agencies and Crown corporations, bargaining agents, Commissioners Conflict of Interest Network, Corporate Ethics Leadership Council, Ethics Practitioners Association of Canada, Organization of American States, Organization for Economic Cooperation and Development, United Nations.

Record Number:

TBS PM 239

Official Languages Systems

Description:

Information on administrative systems of official languages programs.

Document Types:

General information relating to official languages systems; Co-ordination of Personnel Data Systems; Data; Language training information; Language Training Module (LTM); Liaison with Personnel Applications Centre (PAC); Liaison with Human Resources Branch (HRB); Liaison with Public Service Commission (PSC); Micro-Computers-user applications; Official Languages Information System (OLIS)-development, input forms, population; OLIS II; Reports-information and statistical output (OLIS); Special Reports (AD HOC), MIFL reports

Record Number:

TBS PM 241

Language Training Module (LTM)**Description:**

The LTM was a central bank eliminated in 1996 containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The Social Insurance Number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and agencies are responsible for updating the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-wide corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) TBS PCF 703 and the LTM of the Treasury Board Secretariat.

Class of Individuals:

The information relates to public servants, current and previous, of departments and agencies listed under the *Public Service Labour Relations Act* and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2, of the *Public Service Labour Relations Act*.

Purpose:

The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants.

Consistent Uses:

The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: The general file is retained for 10 years and then transferred to Library and Archives Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated.

RDA Number:

94/004

Related Record Number:

TBS PM 241

TBS Registration:

005057

Bank Number:

TBS PCE 759

Partnerships

Description:

Information relating to partnerships between The Leadership Network and outside organizations concerning public service renewal. May contain agreements with learning centres, universities and research organizations.

Document Types:

Partnerships.

Record Number:

TBS PM 242

Personnel Information Management (PIM) Business and Information Models

Description:

A series of files concerning the development of business models, functions models, information models, data flow diagrams and CASE-based models of the personnel function in the federal public service. All project reports and results have been published and widely distributed.

Document Types:

Minutes of meetings, presentations, correspondence and reports.

Record Number:

TBS PM 244

Canadian Digital Services

Description:

Events; Fact sheets; Reports of Technology and Innovation.

Document Types:

General information relating to Technology and Innovation; Events; Reports of Technology and Innovation; website.

Record Number:

TBS PM 246

Information Management and Information Technology Policy

Through the Information Management and Information Technology Policy sub-program, the Secretariat provides strategic direction and leadership to federal institutions on record-keeping, business intelligence, data management, web content management, access to information and privacy protection, management of cyber-security, and information technology. This sub-program enables information to be safeguarded as a public trust and managed as a strategic asset. The Secretariat creates an environment that promotes open information and allows Canadians to exercise their right to access and use information, where personal information is protected against unauthorized collection, use and disclosure. The sub-program encourages the continual improvement of Information Management and Information Technology across the Government of Canada by promoting principles and standards that

support the achievements of the Government of Canada's enterprise transformation objectives, and enable department priorities.

The sub-program develops and maintains policy instruments, encourages collaboration between government institutions, monitors and oversees departmental policy performance, and provides leadership. This includes community development, learning and outreach activities.

Access to Information Review Task Force

Description:

Information relating to the work and administration of the Task Force, including the terms of reference of the Task Force.

Document Types:

External Advisory Committee; communications-briefing notes, reports and recommendations, research.

Record Number:

TBS MF 124

Information and Privacy Policy Division

Description:

Includes information created, collected and maintained by the Information and Privacy Policy Division (IPPD), which undertakes analysis and policy development in relation to the *Access to Information Act* and the *Privacy Act*, administers access to information, privacy and proactive disclosure policy instruments on behalf of the President of the Treasury Board, ensuring consistent application of policies and providing ongoing advice, interpretation

and training to government institutions. The Division is also responsible for the approval and registration of personal information banks in accordance with the *Privacy Act*, exercising oversight and publishing part of the annual update of the *Info Source publication: Sources of Federal Government and Employee Information*, preparing and publishing the *Info Source publications: Statistical Reporting Bulletin and Federal Court Decisions Summary Bulletin*, assessing government institutions' compliance in the administration of the *Access to Information Act*, *Privacy Act* and related policy instruments, formerly by participating in assessments done under the Management Accountability Framework.

Document Types:

Agendas, records of discussion, contacts database and planning materials for meetings of the access to information and privacy (ATIP) Community, ATIP Assistant Deputy Ministers Committee, ATIP Directors General Committee, and ad hoc working groups; nomination forms and evaluation criteria for ATIP community development awards; calendars, notices and training materials for training and development of the ATIP community; plans and priorities documents, HR renewal records, statements of work, proposals, evaluation criteria and contracts specific to the administration of access to information, privacy and proactive disclosure policies; correspondence supporting the delivery of advice and guidance to external (provincial and international) and internal (Treasury Board Secretariat and other federal institutions) audiences; memoranda, briefing notes, presentations, policies, directives, guidelines, evaluations, bulletins, procedures, indices, reports and responses to parliamentary committees and agents of Parliament pertaining to access to information, privacy, proactive disclosure, *USA Patriot Act*, legislative and administrative reform of the *Access to Information Act*, use of Social Insurance Numbers (SIN)

and data matching activities; technical documentation for electronic management systems such as the Coordination of Access to Information Requests System (CAIRS), Info Source Electronic Authoring Tool (ISEAT), Personal Information Bank Database, ATIP Statistical Reporting Tool, Request and Pay On-line, Whole of Government ATIP Solution; institutional submissions, printing, production, publications review and distribution documents for Info Source publications; and copies of institutional annual and statistical reports, classes of records, personal information banks, classes of personal information, model classes of records, model classes of personal information.

Record Number:

TBS MF 125

Access to Information and Privacy (ATIP) Community Awards for Excellence

Description:

This bank describes information that is related to individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community and who have been nominated for awards under the ATIP Community Awards for Excellence initiative. The personal information may include: biographical information, contact information, views and opinions of or about individuals, in support of meritorious contributions related to nominees' duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria.

Class of Individuals:

Past and present employees of the ATIP Community or other individuals who have been nominated for awards under the ATIP Community Awards for Excellence initiative.

Purpose:

The personal information is used to determine eligibility of individuals who have been nominated and bestow awards to individuals who have been selected under the ATIP Community Awards for Excellence initiative. Personal information is collected pursuant to section 11.1(1)(j) of the *Financial Administration Act*.

Consistent Uses:

The information may be used for the following purposes: to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process.

Retention and Disposal Standards:

Records will be retained for 10 years and then destroyed.

RDA Number:

2010/001

Related Record Number:

TBS MF 125

TBS Registration:

005082

Bank Number:

TBS PCE 704

Information Management and Open Government Division**Description:**

Information created, collected, and managed by the Information Management and Open Government Division (IMOG), including information on the management of information in the Government of Canada and the Policy on Information Management and

associated directives, standards, guidelines, principles, best practices, governance, and accountability structures. The IMOG leads the development of the Government of Canada information management (IM) strategy and Open Government (OG) action plan to establish key IM and OG objectives, define specific priorities, and align Government of Canada activities in support of the IM vision.

Document Types:

IM and Open Government strategies and plans; agendas, records of discussion, contacts database and planning materials for meetings, committees, events and working groups within the IM and OG Communities; correspondence supporting the delivery of advice and guidance on IM; memoranda, briefing notes, presentations, policies, directives, standards, guidelines, evaluations, bulletins, procedures, reports and responses to parliamentary committees and agents of Parliament pertaining to IM and OG; community outreach and communications services, IM policy implementation and compliance support services, metadata service, IM program strategic business design service, framework for the management of information services.

Record Number:

TBS MF 126

Chief Information Officer Branch - Older Divisions

Description:

Information on past projects that are no longer active in which the information has not yet met its retention period.

Document Types:

Post Y2K-Post Implementation Assessment Reports, departmental readiness group (DRG) project completion, Government On-Line

(GOL), planning presentations, reports, Y2K expenditures, Y2K learning models; Year 2000 (Y2K)-departments and agencies; Policy and service transformation (PST)-framework and strategy, governance, liaison-core departments and agencies, international; CPR-communication-general, departmental (internal), international and domestic delegations, media lines, Question Period cards (QP cards) and questions and answers (Qs & As), public products; Internet-general, intranet, procedures, public service, reports and statistics, strategic plans, World Wide Web (WWW). Government On-Line (GOL), Management and Infrastructure Committee (MIC), Management Policy and Oversight Committee (MPOC), Service and Information Management Board (SIMB), Service Transformation Committee (STC), Expenditure Management and Financial Oversight Steering Committee (EMFO).

Record Number:

TBS MF 128

Information Technology Division

Description:

The Information Technology Division (ITD), headed by the Chief Technology Officer (CTO) of the Government of Canada, leads the strategic use of IT to enable more efficient and effective “enterprise” delivery of government programs and services.

Business areas include: enterprise IT strategies and modernization initiatives, IT policy development and implementation, IT policy oversight and evaluation, including IT investment planning and reporting across government, and IT policy outreach and enablement.

ITD provides strategic leadership and oversight to government-wide initiatives in support of the Government of Canada IT Modernization Strategy which aims to drive efficiencies in IT by standardizing, consolidating and transforming the way the Government of Canada does business. ITD develops and monitors the *Policy on Management of Information Technology* and associated policy instruments (directives, standards, guidelines, and tools). ITD implements tools and processes that support departmental and integrated enterprise IT investment planning, architecture reviews and applications portfolio management to ensure alignment of departmental IT investments to whole-of-government IT transformations. ITD conducts and reports on the Government of Canada's annual IT expenditure survey. ITD also provides oversight of the IT Policy and directs IT Policy compliance and performance measurement activities, including MAF assessments of the IMIT area of management. ITD has developed strong IT community engagement capabilities through the Chief Information Officers Council (CIOC) and other government-wide IT forums.

Document Types:

Information Technology Division (ITD) - business plan, committees and meetings, communications; agendas, research, ad hoc material, presentations and speeches; Report on the State of Aging IT Across the Government of Canada; Government of Canada IPv6 Adoption Strategy; Government of Canada IT Management System, IT Plan guidance, data on departmental IT plans, Application Portfolio Management (APM), data on mission-critical applications, Architecture Review Board (ARB)- concept of operations, guidelines, Government of Canada architectural framework, Government of Canada standards framework, architectural review procedure; Government of Canada Interoperability Framework, Enterprise Service Bus, Government of Canada IT policy documents,

communications, presentations; Treasury Board Information Technology Standards (TBITS); memoranda, briefing notes, presentations, policies, directives, guidelines, evaluations, bulletins, procedures, reports and responses to parliamentary committees and agents of Parliament pertaining to IT, IT modernization, application rationalization, workplace technology devices (end user devices); strategy-alignment and integration of IT policies and MAF results, IT expenditure reporting, Profile of Government of Canada Information Technology Services, publications and published artifacts, technology architecture, Treasury Board submission reviews, Departmental Guidance Requests (DGR), IT Policy Implementation Notices (ITPIN).

Historical (Government of Canada Web Archive): Government of Canada strategic reference model (GRSM); Federated Architecture Program (FAP); Business Transformation Engagement Program (BTEP); Government of Canada Service-Oriented Architecture (SOA) Strategy; Shared Systems Initiative.

Record Number:

TBS MF 130

Office of the Chief Information Officer

Description:

Information related to the mandate and functions of the office of the Chief Information Officer (CIO) and the Deputy Chief Information Officer (DCIO) of the Government of Canada.

Document Types:

Chief Information Officer (CIO)-Auditor General report; briefing notes; Conference Board of Canada; transboundary; e-policy resource centre (Canada School of Public Service); Government

Technology Exhibition and Conference (GTEC); committees; change management; Inter-Agency Committee on Geomatics secretariat (IACG); communications; conferences; meetings; seminars-bilateral; staff meetings; liaison-corporations, companies, firms-Gartner Group; departments and agencies; International Council for Information Technology in Government Administration (ICA); organization; plans and programs; presentations-decks; resource centre; Public Sector Chief Information Officer Council (PSCIOC); Public Sector Service Delivery Council (PSSDC); role of the CIO; transformation strategy.

Record Number:

TBS MF 114

Strategic Policy and Planning Division

Description:

The Strategic Policy and Planning Division (SPP) provides strategic oversight, committee management and corporate administrative services to the Branch. This includes developing strategic business and operational plans, managing and planning the Branch's financial and material resources, providing strategic support to key senior level committees, and the coordination of corporate all-staff town halls. The division also plays a key role in the coordination of a Branch perspective and approach to cross-cutting activities such as the Report on Plans and Priorities, Departmental Performance Report, Corporate Risk Profile, Performance Measurement Framework, Management Accountability Framework, Policy Suite Renewal and other Branch-level reporting activities.

Document Types:

Strategic planning and coordination (SPC)-committees-assistant deputy minister (ADM) service committee, Advisory Committee on

Information Management (ACIM), ADM cyber security committee, ADM identity management committee, Architecture Review Board (ARB), Committee on Information Management in Business (CIMB) advisory group, Chief Information Officers Council (CIOC), ADM security committee, Access to Information and Privacy (ATIP) ADM committee, heads of information technology for small departments and agencies, Information Management and Policies Committee (IMPC), Treasury Board Secretariat Advisory Committee; Information Management Sub-Committee (IMS), ADM security committee (ADM SC), ADM Access to Information and Privacy (ADM ATIP), PSMAC Sub-committee on Enterprise Priorities and Planning (DM CEPP), GC Information Management Council (GCIMC), ADM IT Security Tripartite (ADM ITST), ADM Executive Project Oversight Committee (ADM EPOC), ADM Service and Federating Identity (ADM SFI), Deputy Minister Service and Federating Identity (DM SFI), ADM Web Renewal Project Committee (ADM WRPC), International Council for Information Technology in Government Administration (ICA); conferences, meetings, symposia-Association of Public Sector Information Professionals, Government Technology Exhibition and Conference (GTEC); Heads of IT Conference, Lac Carling, On-Line Executive Summit; strategic planning-information, Chief Information Officer Branch (CIOB) business plans, CIOB Decision Tracking Tool, procedures, backgrounders, reports, and statistics.

Record Number:

TBS MF 119

Externally Facing Policy

Through the Externally Facing Policy sub-program, the Secretariat provides strategic direction and guidance to departments and agencies to effectively manage Government of Canada services to

and communications with the public. In addition, it provides management and oversight of the Government's regulatory function to the benefit of citizens and stakeholders. The sub-program's objectives are to promote high-quality, beneficial, consistent and open relationships and interactions between the Government of Canada and citizens and other stakeholders, reduce regulatory compliance burden on business; and advance and promote regulatory cooperation.

The Secretariat provides strategic direction and guidance in the areas of Government of Canada services, communications and regulations, and monitors policy compliance of departments. This includes community development, learning and outreach activities.

Communications and Federal Identity

Description:

This is the policy centre responsible for the government-wide management of the Policy on Communications and Federal Identity. It provides interpretation and advice to assist departments in meeting policy requirements, monitors policy compliance and conducts policy reviews. It provides guidance on key areas related to communications and federal identity, prescribes technical specifications for the use of the government's official symbols, and is responsible for the legal protection of the Government of Canada's official symbols.

Document Types:

Policy on Communications and Federal Identity, Directive on the Management of Communications, which includes mandatory procedures for advertising, public opinion research, social media

and web communications, Procedures for Publishing, performance measurement framework; policy interpretations, Federal Identity Program (FIP) Manual, list of departmental FIP coordinators, Registry of Applied Titles and trademark/copyright.

Record Number:

TBS MF 134

Research, Strategic Planning and Policy Development (prior to 2009)

Description:

Develops policies and directives regarding communications and services to the public, language of work, and participation. Provides policy interpretation and guidance: qualification standards concerning official languages.

Document Types:

Staffing of bilingual positions; Language training; Language requirements of management group, Official Languages Policy Framework, Policy on Language of Work, Policy on Official Languages for Human Resources Management, Directive on the Linguistic Identification of Positions or Functions, Directive on the Staffing of Bilingual Positions, Directive on Language Training and Learning Retention, Policy on Alternative Service Delivery-Annex C, Bilingualism Bonus Directive, Producing Texts in Both Official Languages, Active Offer, Communications with the Public, Events of National or International Scope for the General Public, Grants and Contributions, Use of Media, Using the Official Languages on Electronic Networks, Legislation, Policies and Directives; Cases in litigation- *Contravention Act*, *Devinat*, *Lavigne*, *Montfort*, *Doucet Desrochers* (*Caldech*); Legal opinions (legal services) and interpretation; Legislation- *Official Languages Act* (sections IV, V, VI); official languages regulations (service delivery diversification

procedure), acts and regulations on employment in the public service, exclusion orders, *Financial Administration Act*; official languages for human resources management, service and communication to the public, language of work, grants and contributions, Strategic planning-census 2001, Memorandum to Cabinet on an exemplary public service (Dion plan), perception and attitude study, 2002 Public Service Employee Survey, phase II of the policy review project, study on official languages and visible minorities in the public service of Canada, study on training and language evaluation.

Record Number:

TBS PM 220

Policy Research and Development Program (PRDP)

Description:

This bank may contain curricula vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations of referrals, notes to file and faxes for all applications to the Program. It may also contain administrative documents related to security, travel, training, departmental/agency assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions and other printed material for the participants in the Program.

Class of Individuals:

Public servants and non-public servants who applied to the PRDP or past participants of the PRDP.

Purpose:

This bank exists under the authority of Sections 5, 10, 11 and 16 of the former PSEA to provide an inventory of persons seeking

positions with the PRDP and to maintain historical records of all persons who have participated in the PRDP.

Consistent Uses:

This bank is used to retain applications to the PRDP, for the general management of the assignments and for statistical purposes. It interfaced with Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

Retention and Disposal Standards:

Records of applicants are retained for two (2) years after the application is submitted and then are destroyed. Hard copy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine-readable records are retained for twenty-five (25) years and then destroyed.

RDA Number:

2001/025

Related Record Number:

TBS PM 220

TBS Registration:

005301

Bank Number:

TBS PCE 777

Regulatory Affairs

Description:

The Regulatory Affairs Sector holds information on federal regulatory policy and oversight; regulatory policy research and

analysis; guidelines for departments on regulatory policy interpretation and application; support for evidence-based Governor in Council decision-making; and work to advance and promote regulatory cooperation.

Document Types:

Regulatory Affairs (RA), Regulatory Affairs Directorate (RAD), Cabinet Directive on Regulatory Management (CDRM), Regulatory Cooperation Council Joint Forward Plan, Organization for Economic Co-operation and Development (OECD), regulatory cooperation, one-for-one rule, red-tape reduction, small business lens, forward regulatory plans, service standards for high volume regulatory authorizations, administrative burden baseline, interpretation policy, cost-benefit analysis, regulatory impact analysis.

Record Number:

TBS MF 137

Organizational Management Policy

Through the Organizational Management Policy sub-program, the Secretariat provides leadership and direction in the areas of results-based management, risk management, internal audits, evaluations, Crown Corporation and non-Information Technology security. These policies support the ongoing improvement of the relevance, effectiveness and value-for-money of programs and operations across the Government of Canada. It also includes the strategic direction and coordination of the Management Accountability Framework to support and improve the practices and accountability of deputy heads across departments and agencies. The objective of

this sub-program is to promote effective and standard corporate management practices across the Government of Canada including Crown corporations and special operating agencies.

The Secretariat develops and maintains policy instruments, and engages with functional communities, to build capacity and promote management excellence, and monitors policy compliance in the area of corporate management. This includes community development, learning and outreach activities.

Crown Corporation Centre of Expertise (CCCoE)

Description:

The Crown Corporation Centre of Expertise provides financial analysis, policy analysis, coordination and outreach on Crown corporations.

Financial analysis consists of expert advice through the review of financial statements, budgets, risks, performance, and associated TB submissions for 36 Crown corporations. Policy analysis involves providing advice to TBS and portfolio departments on corporate plans as well as supporting TB and senior officials through Crown corporation governance issue briefings and associated information. The Centre of Expertise also coordinates horizontal government-wide initiatives and reviews that are applicable to Crown corporations. Lastly, the Centre of Expertise reaches out to key actors in the Crown corporation community to exchange information and provide guidance on Crown Corporation issues.

Document Types:

Crown corporations governance, policy analysis, policy guidance, financial statement, budget, performance measurement, risk analysis, corporate plan, briefing note

Record Number:

TBS MP 100

Internal Audit - Centre of Expertise**Description:**

Through a consultative process with departments, the Internal Audit Sector (IAS) leads and supports the Treasury Board Policy on Internal Audit by doing the following: providing advice to deputy heads, heads of internal audit, and internal audit practitioners on the implementation of the Policy, development of departmental internal audit policies, risk-based audit plans, application of professional standards, and oversight and guidance of the internal audit function; conducting or leading government-wide horizontal audits; establishing audit intelligence systems, assessment strategies, and practice inspection programs to determine and report on the state of the internal audit function in departments and across government; performing an active monitoring function to provide timely information to the Treasury Board on significant issues of governance, risk, control, or other issues with management practices in departments; the development of capacity building strategies for the internal audit community to support departments in implementing the Policy; working with departments to appoint external members to departmental audit committees (DAC); assisting the audit communities by coordinating recruitment activities, training and learning, and professional development; establishing frameworks to guide ongoing evaluation of the effectiveness of the Policy; and providing leadership in the support and promotion of the internal audit function.

Document Types:

Common Audit Metrics Tool; IAS-audit report; active monitoring; audit related to ATIP issues; audit reports-audits of departmental operations, audit summaries and audit reports, departmental audit plans-summaries and analyses, departmental liaison-visits and advice; certification of pension funds; Commissioner of the Environment and Sustainable Development; committees and meetings; Standing Committee on Public Accounts; communications plan; community development-classification, competency profile, demographic profile, learning strategy, liaison-departments and agencies, teaching institutions (such as colleges and universities); conferences, presentations, workshops, seminars, and communications; evaluation framework; grants and contributions; IAD/OCG internal audit manual; companies, corporations, and firms; departments and agencies; foreign countries, provinces and territories, societies, institutes, and organizations; horizontal-delegation of financial authority, risk management; Office of the Auditor General; annual audit of the Office of the Auditor General; policy interpretation-exposure drafts, guides, interpretation bulletins, studies; professional practices; IIA quality assessment manual; recruitment; information technology (IT)-architecture, contracts, test bed, IBTS final, CASP final; research projects; risk-based audit frameworks; strategic plan; Treasury Board of Canada Secretariat portfolio team-liaison, reports; website; field audit (FA) -governance, audit committee infrastructure (ACI), audit committee support (ACS), audit committee activities and products for small departments and agencies (ACAP), field audit infrastructure (FAI), field audit practice (FAP), support, internal audit policy support (IAPS), recruitment, forensic audits-departments and agencies, collective staffing for internal auditors, community development-advice and assistance, classification, competency profiles, generic job descriptions, organization and staffing, committees, courses-

resourcing, internal audit demographic survey, internal audit information management, internal audit officers, human resources planning, liaison-university, conferences, meeting and seminars, special studies, internal auditors-human resources planning, reports and statistics, selection standards, special events, training and development.

Record Number:

TBS FM 406

Library of Audit Recruitment Activities

Description:

The Library of Audit Recruitment Activities (LARA) is a tool used by the Office of the Comptroller General of Canada to support the recruitment, appointment and tenure management of departmental audit committee members government-wide. It includes the name and contact information of candidates and members of departmental audit committees, biographical information, educational information, gender, memberships, etc. It also includes information on internal contacts in the Government of Canada (role, coordinates), as well as information on each departmental committee.

Class of Individuals:

Candidates for appointment to departmental audit committees (external to the Government of Canada) as well as employees of federal institutions that are involved in the recruitment and appointment of audit committee members (e.g. deputy heads, chief audit executives)

Purpose:

The bank maintains an inventory of candidates for the purpose of referring them to departments that are looking to appoint departmental audit committee members, consistent with section 16.2 of the Financial Administration Act.

Consistent Uses:

The bank is used to identify candidates for referral to departments. It is also used for statistical purposes.

Retention and Disposal Standards:

The information is retained for a period of 20 years once the candidate or member is no longer considered for membership to an audit committee.

RDA Number:

91/099

Related Records Number:

TBS FM 406

TBS Registration:

TBC

Bank Number:

TBC

Management Accountability Framework Directorate

Description:

MAF is a framework (accessible only on the Government of Canada network) for management excellence, accompanied by an annual assessment (accessible only on the Government of Canada network) of management practices and performance in most Government of Canada departments and agencies.

MAF sets out expectations for sound public sector management, to support the management accountability of deputy heads and improve management practices across government. Since 2003, the MAF has been used as an oversight mechanism for TB policies and an integral component of policy implementation. A key aspect of MAF renewal has been to make it more relevant to both TBS and departments and agencies not only as a feedback loop for government-wide compliance and performance but also as a basis for identifying key management policy gaps. The MAF is also an important tool used by TBS to support its role as the Management Board for the Government of Canada.

MAF assessment results are used by many stakeholders including:

- Privy Council Office (PCO) as input to the annual Performance Management Program for Deputy Heads;
- Deputy Heads and senior departmental officials to support management accountabilities and improve performance;
- Functional communities to lead change and improve management practices within their departments, and;
- TBS to assess the state of management practices across government, including compliance with the TB policy suite.

Document Types:

General information on MAF and management accountability; MAF methodologies, including indicators and expected results; MAF assessment process; meeting documents; MAF presentations; MAF analysis; MAF communications; MAF workshops; developments to MAF Portal; learning and training; MAF Division management; MAF Strategy Forum, Executive Committee (ExCo) presentations; MAF Evaluation; Canada School of Public Service materials.

Record Number:

Values and Ethics Division

Description:

Monitors and reports on the results achieved by federal departments and agencies in implementing robust and measurable management practices and infrastructures designed for creating values-based organizations and ethical cultures. Leads the development of strategies and methods for measuring the values and ethics performance of departments. Ensures appropriate tools and practices are available to assess and address organizational values and ethics risks.

Document Types:

Assessment of institutions, performance measurement, liaison with departments/agencies, and departmental statistics; communications materials such as publications, reports, speeches, presentations, employee surveys related to values and ethics, Public Service Employee Survey; workplace daycare centres, workplace fitness centres; Accountability measurement and management practices-management accountability framework, measurement tools and strategies.

Record Number:

TBS PM 240

Public Service Readiness

Description:

The Public Service Readiness Plan facilitates the horizontal management of an emergency's widespread effects on the public service. It establishes clear roles and responsibilities for horizontal leadership, coordination, and communications; a central

governance structure that facilitates the horizontal management of the internal public service consequences of an emergency; criteria and processes for activating and executing the plan; operating procedures to assist deputy heads; and information relevant to the management of human and financial resources in emergency situations.

Document Types:

Public Service Readiness-Briefing notes, Guides, Meetings, Presentations, and Public Service Readiness Plan.

Record Number:

TBS MF 116

Security and Identity Management Division

Description:

This division is responsible for the management of the Policy on Government Security and associated policy instruments for: departmental security program management; identity management; personnel screening; physical security; information and information technology security; security in contracting; security incident management; and business continuity planning. The division also provides leadership and guidance to the security community and the institutions subject to this Policy for the effective management of government security.

Document Types:

Agendas, records of discussion, contact lists and planning materials for meetings, committees, events and working groups within the government security community; correspondence supporting the delivery of advice and guidance on government security; memoranda, briefing notes, presentations, strategies, policies,

directives, guidelines, plans, bulletins, procedures, reports and responses to parliamentary committees and agents of Parliament pertaining to government security; government security community outreach, policy implementation and compliance support services; briefings, planning documents and technical documents related to enterprise security architecture; incident reports, lessons-learned reports and other documents related to the government-wide management of security incidents; plans and priorities documents, statements of work, proposals, evaluation criteria and contracts in support of Security and Identity Management Division (SIDM) activities and priorities.

Record Number:

TBS MF 133

Government-Wide Programs Design and Delivery

Through the Government-Wide Programs Design and Delivery program, the Secretariat designs and delivers activities, systems, services and operations with, for, or on behalf of other organizations in the Government of Canada. This Program also establishes a platform for transformational initiatives. The Program objective is to provide consistent and cost-controlled operations across the Government of Canada.

This program achieves its results by developing and delivering solutions where whole-of-government leadership is required or where standardization and cost savings can be achieved.

Pensions and Benefits

Through the Pensions and Benefits sub-program, the Secretariat supports the Treasury Board as manager of the federal public sector pension plans and as the pension plan and group benefit plan sponsor. The objective of this sub-program is to provide consistent pensions and benefits to employees across the core public service.

The Secretariat oversees administration of the public service pension plan, providing direction to Public Services and Procurement Canada and undertakes management and oversight responsibilities for other federal public sector pension and benefit programs. This includes program development and management of pensions, benefits, disability and sick leave management. It also manages stakeholder relations and provides information to pension and benefit plan members on entitlements, and communicates changes to the public service pension plan. The Secretariat supports the Secretary and Treasury Board in setting the terms and conditions relating to eligibility, premiums, contributions, and other arrangements.

The Secretariat is also responsible for insurance benefits plans, which include health care, dental and disability for public service employees, pensioners and their dependents. This includes oversight of the plan contracts, communication, and initiatives to manage costs.

Group Insurance Benefits Programs

Description:

Information on group insurance benefits plans for employees and retired members of the federal public service and certain participating separate employers.

Document Types:

Insurance benefits program (IBP)-; issues management; acts and regulations, Blue Cross, Business Design: PSHCP, benefits management, disability management and plans; training; staffing; Canadian Forces; dental care-administrative arrangements, Canadian Forces / Royal Canadian Mounted Police dependents (CF/RCMP) 55777/55888/55999, collective bargaining-Public Service Alliance of Canada (PSAC) 55666, employer-paid dental plan, National Joint Council (NJC) 55555; disability insurance-enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; employee benefit surveys; privacy management framework; Public Service Health Care Plan (PSHCP)-benefits-administration renewal project; hospital expenses benefits-administration renewal project, hospital expenses benefit-outside Canada, major medical expenses benefit-hospital expenses benefit, committees, coverage, financial, Quebec-Bill 33 universal drug plan (RAMQ); Nova Scotia-Pharmacare program; High risk travel compensation program; Hospital insurance (outside Canada) plan-payments; liability and compensation claims; locally engaged employees health insurance-United States of America (Sun Life plan), locally engaged employees life insurance-United States of America; National Joint Council Standing Committee on Health Insurance Programs; outside practices; program forecasts and estimates; provincial and territorial health insurance plans-provincial health insurance cost-sharing; provincial, territorial and federal taxes on group benefit plans; Public Service Management Insurance Plan (PSMIP)-benefits-long-term disability, board of trustees, eligibility, financial; sick leave

program; slain-on-duty benefit; unemployment insurance; workers' compensation- *Government Employee Compensation Act*; Positive Enrolment Program.

Record Number:

TBS GW 501

Group Insurance Benefits Programs on Pensioners' Dental Services Plan

Description:

Information on the dental services plan for retired members of the federal public service.

Document Types:

Pensioner's Dental Services Plan (PDSP-administration of the plan, administrative services only (ASO)-contract administration, board, committees, communications about the plan, consultations, non-participating agencies and entities, participating agencies and entities, rules, tendering process III-2005 DRI 24062-040277.

Record Number:

TBS GW 502

Pensions

Description:

Information on pension schemes that the Government of Canada provides, administers, and contributes to on behalf of persons in the federal public service, and members of Parliament. It also contains general information on pension matters and benefits.

Document Types:

Pensions-Agencies and corporations, Canada Pension Plan-Committees, Canadian Forces Pensions-Agencies and corporations, *Canadian Forces Superannuation Act*, Canadian government

annuities, *Diplomatic Service Superannuation Act*, *Governor General's Retiring Annuities Act*, *Judges Act*, *Lieutenant Governors Superannuation Act*, litigation, Diplomatic Services Special Arrangement, separate pension plans, *Members of Parliament Retiring Allowances Act*, *Pension Benefits Division Act*, *Pension Benefits Standards Act*, Provincial, *Public Sector Pension Investment Board Act* (PSPIBA), *Economic Action Plan Act*, 2014 #2 , *Pension Reform Act*, 2012 , *Amendments and Corrections Act*, 2013, *Public Service Superannuation Act*, Newfoundland employees, pilotage authorities, reciprocal pension agreements *Public Service Pension Adjustment Act* 1959, reciprocal transfer agreements and pension transfer agreements,- hospitals, *Canadian Forces Superannuation Act*, *Canadian Forces Pension Continuation Act*, *Royal Canadian Mounted Police Superannuation Act*, *Royal Canadian Mounted Police Pension Continuation Act*, *Special Retirement Arrangements Act*, *Statute Law (Superannuation) Amendment Act*, *Supplementary Retirement Benefits Act*, and *Garnishment, Attachment and Pension Divisions Act*.

Record Number:

TBS PM 255

Public Sector Pension Cases

Description:

This bank contains information used to make decisions in individual pension cases where no clear precedent exists or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment and personal data relating to specific aspects of the individual's pension situation.

Class of Individuals:

This information relates to individuals who are subject to the following pension statutes: *Public Service Superannuation Act*, *Royal Canadian Mounted Police Superannuation Act*, *Royal Canadian Mounted Police Pension Continuation Act*, *Canadian Forces Superannuation Act*, and *Defence Services Pension Continuation Act*.

Purpose:

To maintain a record of the circumstances leading to decisions in individual pension cases that are referred to by the Pensions and Benefits Sector, to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes.

Consistent Uses:

The information contained in the bank may be used by the Pension and Benefits Sector for statistical research purposes and for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: The Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission of Canada, the Public Service Pensions Data Bank (PWGSC PCE 702) held by Public Services and Procurement Canada, the Pension File (DND PPE 859) held by National Defence, and the Members Pay and Allowance Records (CMP PPE 806) held by the Royal Canadian Mounted Police. All linkages for the purposes of developing and administering human resources and pension plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Retained for 75 years and then destroyed. Records deemed historical are transferred to Library and Archives Canada after 25 years.

RDA Number:

93/031

Related Record Number:

TBS PM 255

TBS Registration:

005062

Bank Number:

TBS PCE 789

Special Pension Plans**Description:**

This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors.

Class of Individuals:

This information relates to individuals who are subject to the *Governor General's Act* and the *Lieutenant Governors Superannuation Act*, employees engaged by the Government outside Canada, *Diplomatic Services Special Superannuation Act*, certain senior public servants, and certain members of Parliament.

Purpose:

To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfillment of Treasury Board's obligation to administer the pension statutes named in "Class of Individuals" above.

Consistent Uses:

The information contained in the bank may be used by the Pensions and Benefits Sector for statistical reports and information sheets for related systems and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: The Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission of Canada, the Public Service Pensions Data Bank (PWGSC PCE 702) held by Public Services and Procurement Canada, the Pension File (DND PPE 859) held by National Defence, and the Members Pay and Allowance Records (CMP PPE 806) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing and administering human resources and pension plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Retained for 75 years and then destroyed. Records deemed historical are transferred to Library and Archives Canada after 25 years.

RDA Number:

93/031

Related Record Number:

TBS PM 255

TBS Registration:

005064

Bank Number:

TBS PCE 799

Labour Relations

Through the Labour Relations sub-program, the Secretariat supports the Treasury Board in its role as employer by overseeing labour management and compensation operations for the core public administration.

The Secretariat negotiates collective agreements with employee bargaining agents and oversees employer representation at recourse for labour relations, classification, pay equity, staffing, and terms and conditions of employment. It also provides advice and guidance to departments and agencies on labour relations and compensation issues.

This sub-program is underpinned by legislation, such as the *Financial Administration Act*, the *Federal Accountability Act*, the *Public Service Labour Relations Act*, and the *Public Service Employment Act*.

Accountability and Community Support

Description:

Information on the Treasury Board Secretariat's (TBS) internal Human Resources plans, policies or programs.

Document Types:

General information on *Public Service Modernization Act - Public Service Employment Act* (PSEA), *Public Service Labour Relations Act* (PSLRA), accountability and performance management, monitoring, reporting, funding management, communication, People Component Management Accountability Framework (PCMAF), audit and evaluation, risk management, submissions to the Treasury Board, project program management, performance measurement, governance, employment policy, capacity learning and culture change, small agencies transition support team, learning and

change management, centre of expertise on staffing recourse, centre of expertise on the Informal Conflict Management System (ICMS), information management and Information technology (IM/IT), *Public Service Labour Relations Act (PSLRA)* *Financial Administration Act (FAA)*, staffing and staffing recourse, institutional framework, legislative framework, learning and cultural change and communication; Small agencies transition support team - clients and partners, communications, governance framework, programs Centre Of Expertise (COE); Information conflict management system - communications liaison, directives, learning and development, measurement, Management Accountability Framework (MAF), research and best practices; Public service staffing tribunal complaints - complaints 2006, 2007, 2008, decisions, communications and liaison, legal opinions, research and best practices, regulations and procedures, learning and development, statistics and reports.

Record Number:

TBS PM 247

Classification

Description:

Files related to Classification

Document Types:

General information on Classification; Classification program, Classification policy, Classification directives; Classification delegation - policy and directive, delegation of authority to organizations; Classification learning and accreditation - learning, practicum, policy and directive, curriculum development, accreditation - courses; Complaints; Conversion; Occupational groups - occupational group structure, pre- and post-March 1999;

Classification oversight - audits and monitoring - department audits, monitoring; active monitoring, small departments, medium departments, large departments, tools - Position Re-Classification Data Capture (PRDC), Position and Classification Information System Plus (PCIS+), Position and Classification Information System Plus (PCIS+) Query Tool - Classification dashboard - reporting on Classification; Classification Standards and Job Evaluation Standards - groups, sub-groups and levels, needs analysis, update and maintenance, application; Qualification Standards; Classification Program Renewal Initiative (CPRI) - proposal, special projects, research reports; Funding; Pay equity complaints, implication and gender neutrality; Grievances - case files, cases as of January 1994, cases closed prior to January 1994, policy and directive, grievance tracking system (GTS); Position files.

Record Number:

TBS PM 248

Collective Bargaining

Description:

Information on collective agreements that were made in writing and entered into under the *Public Service Labour Relations Act* (PSLRA) by the Treasury Board of Canada Secretariat and a bargaining agent on behalf of all departments and agencies named in Schedules I and IV of the *Financial Administration Act*. Information includes any amendment to such agreements containing provisions regarding the terms and conditions of employment, the collective bargaining mandate process, negotiation strategies, and related matters. It also includes information on the following: the PSLRA dispute resolution process, either through arbitration or conciliation (strike route); compensation and statistical analysis in support of the negotiation process; interpretation of collective agreements;

policy centre for *Public Service Modernization Act* guidelines on two-tier bargaining and use of employer facilities; maternity and parental benefits; and performance pay for represented groups.

Document Types:

Collective bargaining-Negotiations; Third-party proceedings; Categories and groups-up to 1986, postal operations group, as of 1987; negotiations as of 1997-present; Collective agreements; compensations allowances; Cost of living allowances; Master agreement bargaining; Outside collective bargaining; Pay implementation; Pay Research Bureau-reports and surveys, Reports and statistics; Unions; compensation information-collective bargaining-reports, personnel management information systems (PMIS)-attendance leave overtime and shiftwork system (ALOSS), extra duty reporting system (EDRS), incumbent system, leave reporting system (LRS); compensation information-reports, requests-TBS; compensation and statistical analysis (CSA) -occupational categories and groups; compensation valuation and comparison-elements, individually, outside practices, valuation-application, implementation.

Record Number:

TBS PM 249

Certification

Description:

This bank contains records of bargaining unit and bargaining agent certification, recertification, and decertification, under the *Public Service Labour Relations Act*.

Class of Individuals:

This information relates to all employees of the public service (under Schedules I and IV of the *Financial Administration Act*) governed by the collective bargaining process.

Purpose:

The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedules I and IV of the *Financial Administration Act*, as well as a record of position exclusions. The bank includes information on the Public Service Labour Relations Board's decision, the bargaining agent's application, the intervener's position, the position exclusion lists, and the employer's representations.

Consistent Uses:

The information in this bank is used for reference and to provide background for research purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed.

RDA Number:

94/011

Related Record Number:

TBS PM 249

TBS Registration:

001960

Bank Number:

TBS PCE 722

Complaints by Bargaining Agents

Description:

This bank contains representations made by complainants and may include names of complainants, their bargaining agents, or legal representatives, as well as the decisions of the Public Service Labour Relations Board.

Class of Individuals:

This information relates to all federal employees (under Schedules I and IV of the *Financial Administration Act*) who have submitted complaints or on whose behalf complaints have been submitted.

Purpose:

The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the *Public Service Labour Relations Act*.

Consistent Uses:

Information in the bank is used to provide background information for research purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for permanent retention.

RDA Number:

94/011

Related Record Number:

TBS PM 249

TBS Registration:

001961

Bank Number:

Human Rights Complaints

Description:

The Employer Representation in Recourse (ERR) within Compensation and Labour Relations Sector represents the interests of the employer before the Canadian Human Rights Commission and the Canadian Human Rights Tribunal or other administrative tribunals on human rights complaints filed against Treasury Board policies. ERR also provides comprehensive advice and guidance to departments and agencies in managing human rights complaints filed against them pursuant to the *Canadian Human Rights Act*.

Document Types:

Consultation and planning-departmental consultation, union consultation; human rights-conferences; *Canadian Human Rights Act*, Canadian Human Rights Commission, Canadian Human Rights Tribunal; human rights complaints, race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, and conviction for which a pardon has been granted.

Record Number:

TBS PM 252

Complaints - Canadian Human Rights Commission

Description:

This bank contains complaints lodged against Treasury Board and related Canadian Human Rights Commission (CHRC) decisions, as well as those of a tribunal, court, or both, if applicable.

Class of Individuals:

This information relates to individuals who have filed a formal CHRC complaint against Treasury Board.

Purpose:

The purpose of this bank is to record information necessary for dealing with potential or current CHRC complaints lodged against the Treasury Board.

Consistent Uses:

Consistent uses are to provide specific and general documentation for research purposes.

Retention and Disposal Standards:

General human rights complaints are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Health Care Plan (PSHCP) are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) are retained for 20 years and then destroyed. Complaints related to pensions are retained for 25 years and then transferred to Library and Archives Canada. Complaints related to equal pay for work of equal value are retained for 10 years and then destroyed. Complaints related to the Nursing Group are retained for 25 years and then transferred to Library and Archives Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay are retained for 10 years and then transferred to Library and Archives Canada.

RDA Number:

93/031

Related Record Number:

TBS PM 252

TBS Registration:

005050

Bank Number:

TBS PPE 803

Labour Relations Centre of Expertise

Description:

General information on labour relations, the centre of expertise for unfair labour practice complaints, discipline, demotion, termination, termination of employment during probation, strikes, essential services agreements, managerial or confidential positions, union dues and union certification, occupational health and safety (OHS), human rights complaints, grievance management at the adjudication stage before the Public Service Labour Relations Board, the monitoring of trends and jurisprudence, advice and support to departments, support to OHS and labour relations communities, and business continuity for human resources matters.

Document Types:

Unfair labour complaints, discipline, demotion, termination, termination of employment during probation, strikes, essential services agreements, managerial or confidential positions, union dues and union certification, occupational health and safety (OHS), human rights complaints, grievance management at the adjudication stage before the Public Service Labour Relations Board, trends and jurisprudence, advice and support to departments, support to OHS and Labour Relations communities and business continuity for human resources matters; Advisory committee on labour management relations in the federal public service; *Public*

Service Labour Relations Act (PSLRA)-review-Finkleman study; Public Service Labour Relations Board (PSLRB); reference of questions of law or jurisdiction; adjudication-individual cases-section 92-old system, reference to chief adjudicator under sections 98 and 99, requests for review under section 27, section 18 application of *Federal Court Act*; certification-establishment of bargaining units, managerial and confidential exclusions-reports and statistics, safety and security designations-Section 79; complaints; discipline-discharges and suspensions; disputes and strikes-legal proceedings, illegal proceedings-prosecution; grievances-departments, agencies, Crown corporations; informatics-administrative and operations; interpretation; risk management-legal; statistics and surveys; training and communications; union dues.

Record Number:

TBS PM 253

Pay Equity

Description:

The Labour Relations and Compensation Sector is responsible for presenting the Employer's position and responding to allegations of gender-based wage discrimination with respect to pay equity complaints filed against Treasury Board with the Canadian Human Rights Commission or the Public Service Labour Relations Board. Pay equity in the federal context involves eliminating gender-based wage discrimination that has resulted from the systemic undervaluation of work traditionally performed by women. Pay equity is governed by the *Canadian Human Rights Act* and the Equal Wages Guidelines, 1986.

Document Types:

Pay equity (PE)-communications, complaints, interest, joint union/management initiatives-committees, investigation, management position, questionnaires-by case number, newspaper and journal articles, reference documents, tribunal (PSAC versus TBS).

Record Number:

TBS PM 254

Corporate Liaison and Strategic Management

Description:

Corporate Liaison and Strategic Management (CLSM) coordinates Labour Relations and Compensation Operations (LRCO) corporate requests and provides reports, policy analysis, and labour relations advice (for Treasury Board submissions); provides input on LRCO issues for the Treasury Board of Canada Secretariat and Canada Public Service Agency policy renewal initiative and the review of policy instruments; supports the National Joint Council and separate agencies, i.e. those under the *Financial Administration Act* (FAA), Schedule V; coordinates *Public Service Modernization Act* (PSMA) initiatives and the policy centre for PSMA guidelines on co-development and labour-management consultation committees; and supports the Compensation and Comparability Review and the Policy Framework for the Management of Compensation.

Document Types:

LRCO corporate requests, reports and policy analysis; labour relations advice (TB submission); LRCO Policy Renewal and review of policy instruments; National Joint Council; Separate Agencies (i.e. FAA, Schedule V); PSMA initiatives; PSMA Guidelines on Co-Development and Labour-Management Consultation Committees;

Compensation and Comparability Review; Compensation Policy Framework.

Record Number:

TBS PM 201

**Adjudication – Section 92 (Public Service Staff Relations Act)
References**

Description:

This bank contains information on grievances referred to adjudication for which a Public Service Labour Relations Board decision has been received.

Class of Individuals:

This information relates to all federal employees (under Schedules I and IV of the *Financial Administration Act*) who have referred their grievances to adjudication.

Purpose:

The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances.

Consistent Uses:

The information in this bank is used to provide background information for research purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for permanent retention.

RDA Number:

94/011

Related Record Number:

TBS PM 201

TBS Registration:

001958

Bank Number:

TBS PCE 705

Collective Recruitment Initiatives**Description:**

This bank describes personal information about candidates participating in various Treasury Board of Canada Secretariat (TBS) and Public Service Commission (PSC) recruitment initiatives. Personal information may include name, contact information, scores from post-secondary recruitment tests administered by TBS or the Public Service Commission (in the case of the PSC, the Graduate Recruitment Test, Written Communication Proficiency Test and the Situational Judgement Test), Second Language Evaluation results, employment equity identification, employment history, classification, education information, curriculum vitae information, interview assessment results (including all handwritten notes of assessors and candidates), references, security screening information, and proof of identity, including photo identification.

Class of Individuals:

Recent secondary school, college, and university graduates applying as participants to various recruitment initiatives through Treasury Board of Canada Secretariat and Public Service Commission Post-Secondary recruitment campaigns.

Purpose:

The personal information is used to establish an inventory of qualified secondary school, college, and university graduates to fill entry-level officer positions or administrative type positions in various functions within TBS and other departments and agencies across the federal public service.

Consistent Uses:

For PSC-led campaigns, personal information is shared with the Commission for purposes of candidate referral and selection (Refer to the PSC Personal Information Bank entitled Post-Secondary Recruitment (PSR) Program: Inventory of Applicants and Support Organizational Recruitment Initiatives, number PSC PPU 015). Note that for TBS campaigns, any inventory of qualified candidates will be used for TBS recruitment purposes only. Information from such an inventory will not be shared with any other federal departments or agencies. Information may be used for audit, evaluation, research, and / or statistical purposes.

Retention and Disposal Standards:

Under development.

RDA Number:

Under development

Related Record Number:

TBS PM 201

TBS Registration:

20090804

Bank Number:

TBS PPU 025

Extension of Time to Present a Grievance

Description:

This bank contains information and Public Service Labour Relations Board decisions on employee requests for extension of time to present grievances. It may contain names of employees.

Class of Individuals:

This information relates to federal employees (under Schedules I and IV of the *Financial Administration Act*) who are requesting an extension of time to present their grievances.

Purpose:

The purpose of this bank is to maintain records of employees who have requested an extension of time to present their grievances.

Consistent Uses:

The information in this bank is used for reference and to provide background information for research purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for retention.

RDA Number:

94/011

Related Record Number:

TBS PM 201

TBS Registration:

001744

Bank Number:

TBS PCE 740

Grievances

Description:

This bank contains information on grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors.

Class of Individuals:

This information relates to all federal employees (under Schedules I and IV of the *Financial Administration Act*) who have referred their grievances to adjudication.

Purpose:

The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled, or otherwise resolved, thereby rendering an adjudication decision unnecessary.

Consistent Uses:

The information in the bank is also used to provide background information for research purposes.

Retention and Disposal Standards:

Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for retention.

RDA Number:

94/011

Related Record Number:

TBS PM 201

TBS Registration:

005055

Bank Number:

TBS PCE 750

National Joint Council Grievances**Description:**

This bank contains information on grievances referred to the final level of the National Joint Council (NJC) redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department, and work location of the grievor, as well as earlier-level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, information related to the financial status of the grievor and his or her dependents. Grievances may also include personal information (e.g. medical) pertaining to employees or their dependents.

Class of Individuals:

This information relates to federal employees named in Schedules I, IV, and V of the *Financial Administration Act* (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level of the NJC Executive Committee.

Purpose:

Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC By-Laws (Section 7-Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives, or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers

of the Treasury Board of Canada Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

Consistent Uses:

Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

Retention and Disposal Standards:

Retained for 10 years and then transferred to Library and Archives Canada for permanent retention.

RDA Number:

94/011

Related Record Number:

TBS PM 201

TBS Registration:

002569

Bank Number:

TBS PCE 770

National Joint Council Secretariat

Description:

The National Joint Council (NJC) is the forum of choice to promote efficiency of public service and well-being of employees. Through the NJC, public service bargaining agents and employers come together to share information, consult on workplace policies, and co-develop directives on 27 different issues that affect employees throughout the public service. NJC directives form part of collective

agreements. The NJC deals with grievances arising from these directives.

Document Types:

Committees and councils-National Joint Council-grievances, standing committees; NJC Secretariat-annual fall seminar, annual planning retreat, constitution and by-laws, council proceedings, Dental Care Plan Board of Management, Disability Insurance Plan Board of Management; Executive Committee, Foreign Service Directives Committee, Government Travel Committee, Isolated Posts and Government Housing Committee, Joint Employment Equity Committee, Relocation Committee, Occupational Health and Safety Committee, Official Languages Committee, Public Service Health Care Plan, Service-Wide Committee on Occupational Health and Safety, Workforce Adjustment Committee.

Record Number:

TBS PM 209

National Joint Council (NJC) Travel Directive Exception - Individual Cases

Description:

This bank is no longer active. It was used to describe information related to requests from public service employees, "travelers" (meaning non-employees), or both for NJC Travel Directive exceptions. The personal information collected may have included home address, personal telephone numbers, Employment Equity information (i.e. religious beliefs, medical conditions), personal credit card number, passport number, date of birth, information regarding emergency contacts (in the event of serious illness, medical evacuation, or death in travel status). Supporting documentation included ministerial and departmental

correspondence, background documentation relating to Treasury Board submissions, memoranda to the President, decision letters, and analysts' notes on individual cases.

Class of Individuals:

This information related to any individual seeking provisions that differed from the stated terms of the NJC Travel Directive.

Purpose:

It is used to sustain, substantiate and justify requests for "exceptions" to the NJC Travel Directive and reimbursement of travel expenses.

Consistent Uses:

Information was used for research regarding the development of directives and in considering other requests for NJC Travel Directive exceptions.

Retention and Disposal Standards:

Records are retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 209

TBS Registration:

002570

Bank Number:

TBS PCE 803

Excluded Groups and Administrative Policies

Description:

General information about excluded groups and administrative policies (EGAP). The EGAP unit is responsible for the preparation, authorization, publication, and maintenance of various policies that define terms and conditions of employment for excluded and unrepresented employee groups including the following: Royal Canadian Mounted Police (compensation), Canadian Forces members, ministers' exempt staff, excluded and unrepresented groups, and non-EX Group employees excluded from collective bargaining (performance pay). EGAP is also the policy centre for several NJC directives including directives on the following: travel, relocation, isolated posts and government housing, Foreign Service, commuting assistance, and workforce adjustment. It also contains information about the policy centre for guidelines for ministers' offices, special travel authorities, and membership fees.

Document Types:

Excluded groups and administrative policies-administration, budget; Employer Policies (EOD), Foreign service-committees-Interdepartmental Committee on External Relations (ICER), Commonwealth Secretariat (Excluding non-rotational assignments), directives-committees, heads of posts directives, individuals-deletions, posts-indices, revisions, locally engaged staff, military (excluding Indochina regulations), non-rational assignments, outside practices, government housing, national defence, isolated posts allowances, committees, isolated posts locations, commuting assistance, membership fees, relocation-appointees, group move, disposal and acquisition of accommodation, family separation and house-hunting trip, incidental expenses, integrated relocation program (IRP), shipment of effects, special applications-National Defence, Royal Canadian Mounted Police, Compensation and

Benefits Instructions and Queen's Order and Regulations related to pay allowances for National Defence, Pay and Allowance for the RCMP, Special situations, services, staff relations-collective agreements and interpretations, taxis, travel-accommodation, commercial transportation-commercial air-first class, employee-driven vehicles, exceptions to the policy, meals and incidentals, National Joint Council Committee, special travel authorities, special travel situations, travel agencies; Exempt and excluded categories and groups, commissions and boards, departments, agencies and crown corporations, ministers' exempt staff; Organization for Economic Co-operation and Development (OECD); pay plans-administration, performance pay; risk management; Workforce Adjustment (WFA)-National Joint Council (NJC).

Record Number:

TBS PM 202

Relocation

Description:

Includes records related to the authorized move of an employee from one place of duty to another or the authorized move of an employee from the employee's place of residence to the employee's first place of duty upon appointment to a position in the institution. Records may include information related to employee entitlements and obligations, employer obligations, third party service providers, interim accommodation, travel to new destination, spousal relocation, advances, legal fees, and long-term storage.

Document Types:

Relocation expense claims, copies of institution-specific policies and procedures, and moving and storage company information.

Record Number:

TBS PM 265

Relocation Policy Exceptions - Individual Cases**Description:**

This bank contains ministerial and departmental correspondence, background documentation, information relating to Treasury Board submissions, memoranda to the Secretary or the President, decision letters, and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. The information may include financial or other personal information (e.g. medical) about employees or their dependents.

Class of Individuals:

This information relates to any individual whose relocation costs are partially or completely paid by the government.

Purpose:

Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations.

Consistent Uses:

Information is used for research in policy development and in considering other requests for relocation policy exceptions.

Retention and Disposal Standards:

Retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 265

TBS Registration:

005063

Bank Number:

TBS PCE 792

Union Engagement and NJC Support**Description:**

General information on National Joint Council (NJC) Directives. The unit is responsible for consulting with departments and bargaining agents for the purpose of putting in place directives established via the NJC on the following: travel, relocation, isolated posts and government housing, foreign service, commuting assistance, and workforce adjustment, uniforms, allowance for first aid to the general public, and occupational health and safety. It is also responsible for consolidating and publishing the policies for ministers' offices, and developing the TB directives on special travel authorities and relocation for initial appointees, EX and GIC appointees. The unit also considers exceptions with regard to the above directives and makes recommendations as to their disposition.

Document Types:

Administrative policies-administration, budget; Foreign service-committees-Interdepartmental Committee on External Relations (ICER), directives-committees, heads of posts directives, individuals-deletions, posts-indices, revisions, locally engaged staff, military, outside practices, government housing, national defence, isolated posts allowances, committees, isolated posts locations, commuting assistance, membership fees, relocation-appointees, group move, disposal and acquisition of accommodation, family separation and house-hunting trip, incidental expenses, integrated relocation

program (IRP), shipment of effects, special applications-National Defence, Royal Canadian Mounted Police, Compensation and Benefits Instructions and Queen's Order and Regulations related to relocation and travel, services, staff relations-collective agreements and interpretations, travel-accommodation, commercial transportation-commercial air – business class, employee-driven vehicles, exceptions to the policy, meals and incidentals, National Joint Council, special travel authorities, special travel situations, travel agencies; commissions and boards, departments, agencies and crown corporations, ministers' exempt staff; risk management; Workforce Adjustment (WFA)-National Joint Council (NJC).

Record Number:

TBS PM 270

Information Management

Description:

Information system programs to assist users of data obtained from the central agency information systems.

Document Types:

Personnel Management Information System (PMIS) - Employee Benefits Statements (EBS), System, Entitlements and Deductions System (ENT/DED); Personnel Data System - Personnel Management Information System (PMIS) Information Management, Official languages Information System (OLIS), Position Information Collection System (PICS), System for Human Resources Monitoring (SHURM), Incumbent System - development, maintenance and operations, mobility sub system, related activities - Pay, Leave and Extra Duty, Leave Reporting System (LRS), Leave Without Pay (LWOP) System, mobility file, Official Language File (OLF), Population Affiliation System (PAS), Position and Classification

Information System (PCIS), Position Exclusion System, Work Force Adjustment Monitoring System (WFAM), Information Management.

Record Number:

TBS PM 236

Classification Grievances Tracking System

Description:

This bank contains information on all aspects of position classification grievances submitted by employees in accordance with Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier (PRI), committee's recommendation and a summary of the deliberations. The system is linked with the Position and Classification Information System (PCIS).

Class of Individuals:

All federal employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act* (formerly the *Public Service Staff Relations Act*), who have presented a classification grievance.

Purpose:

To maintain records of all classification grievances both delegated to departments and non-delegated.

Consistent Uses:

The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents,

and to ensure that the final and binding nature of the classification decision is respected.

Retention and Disposal Standards:

Records are retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for permanent retention.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

001134

Bank Number:

TBS PCE 723

Classification Standards Review System

Description:

This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. This system is used only for specific classification reform projects. Departments named in Schedules I and IV of the *Financial Administration Act* provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

Class of Individuals:

Individuals occupying positions within the occupational groups under review.

Purpose:

The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board.

Consistent Uses:

The information bank is used to assess the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with the Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department.

Retention and Disposal Standards:

It is proposed that records be retained for 10 years after the report has been tabled in Parliament and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

005049

Bank Number:

TBS PCE 724

Entitlements and Deductions System

Description:

This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including gender, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual.

Class of Individuals:

All current employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act*. Also included are some of the employees employed by the separate employers identified in the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for the Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for

information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information may be provided to the Agency and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Retained for 25 years and then destroyed.
Textual and Electronic Records: Retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

002321

Bank Number:

TBS PCE 741

Extra Duty Reporting System

Description:

This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including gender, Personal Record Identifier (PRI), date of birth, name, salary, classification, hours and frequency and type of overtime.

Class of Individuals:

All current employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special

studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information is provided to the Agency and to Treasury Board Secretariat, the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: All records excluding records on negotiations are retained for 10 years and then destroyed. Files on negotiations are retained for 10 years and transferred to Library and Archives Canada.

RDA Number:

94/011

Related Record Number:

TBS PM 236

TBS Registration:

005054

Bank Number:

Incumbent System

Description:

This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, gender, Personal Record Identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included is information concerning collective bargaining, exclusions, bargaining agents and languages.

Class of Individuals:

All current employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and

monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information is provided to the Agency and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Transferred to Library and Archives Canada on a yearly basis. Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

RDA Number:

93/031 & 94/011

Related Record Number:

TBS PM 236

TBS Registration:

002316

Bank Number:

TBS PCE 753

Leave Reporting System**Description:**

This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including gender, Personal Record Identifier, name, salary, age, classification, hours, frequency and duration of various leave taken by individuals.

Class of Individuals:

All current employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of leave data for Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for

information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information may be provided to the Agency and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

005058

Bank Number:

TBS PCE 764

Leave Without Pay System

Description:

This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, gender, Personal Record Identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates.

Class of Individuals:

All employees for whom Treasury Board is the employer under the *Public Service Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of leave-without-pay data for Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs,

and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information and Privacy* requests.

Consistent Uses:

Information is provided to the Agency and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

005059

Bank Number:

TBS PCE 765

Mobility File

Description:

This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, gender, Personal Record Identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates.

Class of Individuals:

All employees for whom Treasury Board is the employer under the *Public Service Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Public Service Labour Relations Act*.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Agency and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human

resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests.

Consistent Uses:

Information is provided to the Agency and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Transferred yearly to Library and Archives Canada. Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

005060

Bank Number:

TBS PCE 769

Position and Classification Information System (PCIS)**Description:**

This bank contains individual federal employee data relating to position classification (EX and non-EX) matters and includes position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS).

Class of Individuals:

All current employees for whom Treasury Board is classed as the employer under the *Public Service Labour Relations Act*, departments named in Schedule I and IV of the *Financial Administration Act*, the core public administration.

Purpose:

Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Public Service Labour Relations Act* (PSLRA).

Pursuant to the general powers described under the FAA and the PSLRA, the Office of the Chief Human Resources Officer (OCHRO), maintains personnel information systems on public service

employees. OCHRO and the Treasury Board Secretariat use this bank for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the core public administration, to respond to special requests for information and to conduct research, special studies and surveys as they relate to employee-related personnel information and *Access to Information* and *Privacy* requests. The results of monitoring activities may be forwarded to departments for review and action, if required.

Consistent Uses:

Information may be provided to OCHRO and the Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards:

Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to Library and Archives Canada. The data for OLIS and for the "Position Information Collection System (PICS) were transferred to Library and Archives Canada until 1995 when it was replaced by PCIS. Textual and Electronic Records: there are no textual or electronic records for the new PCIS. The textual records for the defunct PICS are retained for 10 years and transferred to Library and Archives Canada.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

002318

Bank Number:

TBS PCE 784

Workforce Adjustment Monitoring (WFAM) System

Description:

This system contains Workforce Adjustment and executive career transition cash-out information pertaining to all federal government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSPC), the Priority Administration System (PSC) and the Incumbent System (Office of the Chief Human Resources Officer).

Class of Individuals:

All employees, including executives; for whom Treasury Board is the employer under PSLRA, Schedule 1, Part 1; who have been affected by the WFA Directive or by the Directive on Career Transition for Executives and who, in accordance with these policies, received payments in lieu of their unfulfilled surplus period.

Purpose:

This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Directive and the Directive on Career Transition for Executives.

Consistent Uses:

The WFAM system has been developed for the related policy groups in the Agency and Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for those payments.

Retention and Disposal Standards:

Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: It is proposed that records be retained for 10 years and then destroyed.

RDA Number:

93/031

Related Record Number:

TBS PM 236

TBS Registration:

005065

Bank Number:

TBS PCE 804

Staffing Complaint Recourse

Description:

The Centre of Expertise on Staffing Complaint Recourse was established to meet the need for expertise and support in a new and untested environment as a result of the coming into force of the *Public Service Modernization Act* (PSMA), which also saw the establishment of the Public Service Staffing Tribunal (PSST) as an independent tribunal. On November 1, 2014, the PSST and the Public Service Labour Relations Board merged to form the Public Service Labour Relations and Employment Board (PSLREB). With respect to the broader HR management system, the program contributes to maintaining a staffing system that is flexible and contributes to efficient and effective staffing in departments to address and respond to the needs of Canadians. The Centre provides deputy heads with effective, timely and high-quality advice, support and representation in respect of individual staffing complaints before the PSLREB through direct intervention, knowledge transfer, tools, research and analysis. The Directorate is also responsible for developing and overseeing the implementation of instruments such as policy, directives and standards of practice across the core administration. The Centre facilitates the sharing of best practices and the necessary linkages with other related policies or programs.

Document Types:

General information on *Public Service Modernization Act - Public Service Employment Act* (PSEA), *Public Service Labour Relations Act* (PSLRA), Centre of Expertise on Staffing Recourse, staffing and staffing recourse, communications liaison, directive, consultation, learning and development, measurement, research and best practices; trends and analysis; staffing complaints, 2006 to 2012

decisions, communications and liaison, legal opinions, research and best practices, regulations and procedures, learning and development, statistics and reports; Complaints to the Public Service Staffing Tribunal, the resulting decisions, and related trends and statistics; Staffing Complaints-trends, statistics, decisions, systems; learning.

Record Number:

TBS PM 245

Separate Agencies

Description:

There are 26 separate agencies named in Schedule V of the *Financial Administration Act* (FAA). They conduct their own negotiations for unionized employees and determine compensation levels for non-unionized employees. All unionized separate agencies are required to obtain a mandate for collective bargaining from the President of the Treasury Board. Once a settlement is reached, the President of the Treasury Board recommends its approval to the Governor in Council.

Document Types:

Separate agencies compensation management: Canada Investment and Savings (CIS), Canada Revenue Agency (CRA), Canadian Food Inspection Agency (CFIA), Canadian Institutes of Health Research (CIHR), Canadian Nuclear Safety Commission (CNSC), Canadian Polar Commission (CPC), Canadian Security Intelligence Service (CSIS), Communications Security Establishment Canada (CSEC), Financial Consumer Agency of Canada (FCAC), Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Indian Oil and Gas Canada (IOGC), National Capital Commission (NCC), National Energy Board (NEB), National Film Board (NFB),

National Research Council Canada (NRC), Natural Sciences and Engineering Research Council (NSERC), Staff of the Non-Public Funds – Canadian Forces (NPF), Northern Pipeline Agency (NPA), Office of the Auditor General of Canada (OAG), Office of the Correctional Investigator Canada (OCIC), Office of the Superintendent of Financial Institutions Canada (OSFI), Parks Canada (PCA), Public Service Labour Relations Board (PSLRB), Security Intelligence Review Committee (SIRC), Social Sciences and Humanities Research Council of Canada (SSHRC), Statistical Survey Operations (SSO).

Record Number:

TBS MF 135

Government-Wide Operations

Through the Government-Wide Operations sub-program, the Secretariat provides other departments and agencies with access to shared operations, services, and information technology systems. The Secretariat also provides support to small departments and agencies where specific expertise is required or capacity limitations exist, in order to generate cost savings. The Secretariat develops and maintains IT tools that promote a more collaborative and efficient public service. Its objective is to improve the efficiency of government organizations.

Activities under this sub-program are performed with groups of government organizations to facilitate government business. These services and systems are developed and maintained by the Secretariat, sometimes in partnership with other organizations.

Corporate Administrative Shared Services Initiative

Description:

The Corporate Administrative Shared Services (CASS) initiative was established to explore the feasibility of adopting a shared services approach to deliver internal corporate and administrative functions-including human resources, finance, and materiel management, as well as the information systems and services that support these activities-across multiple government departments and agencies.

Document Types:

CASS initiatives-committees, meetings and working groups, organization, plans and programs, projects, reports, research; finance-committees, meetings and working groups, organization, plans and programs, projects, reports, research; human resources-committees, meetings and working groups, organization, plans and programs, projects, reports, research; integration-committees, meetings and working groups, organization, plans and programs, projects, reports, research; information, services and technology-committees, meetings and working groups, organization, plans and programs, projects, reports, research; material management-committees, meetings and working groups, organization, plans and programs, projects, reports, research.

Record Number:

TBS MF 100

Panel on Federal Non-Regulatory Laboratories

Description:

Includes information created, collected and maintained by the TBS as it provided Secretariat support to an Independent Panel on Federal Non-Regulatory Laboratories.

Document Types:

Documents regarding TBS Secretariat and support to the Independent Expert Panel during the course of their mandate, including plans and records regarding consultations/engagement activities, background research/reports, presentations, briefings, team administration, etc.

Record Number:

TBS MF 103

Consultations of the Independent Expert Panel on Non-Regulatory Laboratories**Description:**

This bank describes the personal information of individuals as it relates to consultations led by the Independent Expert Panel (IEP). The personal information may include individuals' names, postal and email addresses, telephone and fax numbers, names of the organizations represented, and views and opinions.

Class of Individuals:

Members of the public and representatives of industry, academia, and the Government of Canada's science community who have provided input to the consultation process.

Purpose:

The IEP may use the opinions and views submitted by individuals to formulate recommendations and provide a report to the President of the Treasury Board on transferring the management of federal non-regulatory laboratories. If required, the IEP may follow up with some respondents to seek clarification on submissions or further input from the individuals or the organizations they represent.

Consistent Uses:

The information may be used for statistical and auditing purposes.

Retention and Disposal Standards:

It is proposed that records be retained for 10 years after the report has been tabled in Parliament and then destroyed once the records disposition authority has been established.

RDA Number:

Under development

Related Record Number:

TBS MF 103

TBS Registration:

007057

Bank Number:

TBS PPU 015

Service and GC 2.0 Policy and Community Enablement Division

Description:

The service and GC2.0 Policy and Community Enablement Division (SGPCED) undertakes research, analysis, policy development, and oversight, outreach and engagement activities to achieve three key objectives:

- Enable an enterprise approach to strong service management practices and performance in order to sustain Government of Canada excellence in serving individuals and businesses;
- Enable a high performance IT workforce and support CIOs and IT professionals in their evolving roles through strategic efforts in enterprise level CIO Executive Talent Management, CIO Workforce Planning, and IM/IT Career Development; and

- Provide, maintain, enhance and promote the Government of Canada's collaborative 2.0 Tools suite, including GCconnex, GCpedia; to support public servants working in a more open, transparent, digital environment;

Document Types:

Plans and priorities documents, statements of work, proposals, evaluation criteria and contracts specific to the development, administration and oversight of service and GC 2.O policy; correspondence supporting the delivery of advice and guidance with respect to service and GC 2.O policy; memoranda, briefing notes, presentations, service and GC 2.O policy instruments, evaluations, procedures, reports pertaining to service, service delivery, service improvement, service strategy, service management, service vision, service transformation, service performance measurement strategy, service standards, online services, social media, acceptable network and device use, rationalization of applications, consolidation and rationalization of business processes, internal enabling services, service delivery model, service inventory, account management, platform management tool, agendas, records of discussion, contacts list and planning materials for meetings, research and analysis, Management Accountability Framework (MAF) - Service Management, digital government, community generic work descriptions, rationales, job competency profiles, statement of merit criteria templates, and competency-based management tools, IM/IT Demographics, IM/IT Awards and Ceremony, Chief Information Office /IT Assistant Deputy Minister Talent Management, GCpedia, GCconnex development, management and data analysis, reports, governance, international, accessibility.

Record Number:

Transformation Leadership

Through the Transformation Leadership sub-program, the Secretariat reviews existing administrative systems and processes, and provides the platform for transformational initiatives across the Government of Canada to promote improvements, primarily but not exclusively in back-office functions. The objective of this sub-program is to achieve long-term savings by redesigning operations of the Government of Canada where benefits outweigh the costs.

The Secretariat develops and pilots leading-edge enterprise tools, systems, and services to initiate change and help identify lessons learned in support of government-wide implementation.

Financial Management Transformation Sector

Description:

The vision for Financial Management Transformation (FMT) is to evolve and modernize the Financial Management (FM) function across the Government of Canada (GC). The vision is based on a consistent enterprise approach and business model for FM including standardized and streamlined business processes, services, data and systems across government, enabled by a common systems environment that adopts built-in automation and industry and public sector best-practices.

This transformation will:

- Support GC-wide enterprise management and decision making;
- Streamline financial services; create a more efficient and effective FM systems environment;

- Reduce complexity and cost of systems landscape;
- Enable rather than hinder the delivery of services; be more responsive with less intervention by back-office specialists in routine transactions;
- Enable Chief Financial Officers and FM functions to provide higher-value services and advice to programs and decision makers;
- Provide timely accurate financial and resource management information to decision makers.

The new capability to access and aggregate data at the enterprise-level will provide decision-makers with more timely access to more relevant management information, and provide input to support evidence-based policy. These same capabilities, and the standardization of FM processes, services, information and systems at the department level, will directly contribute to open government objectives and improve the quality and consistency of information that is disclosed, while facilitating production and publishing.

Document Types:

PowerPoint presentations, reports, communiqués, work plans, fact sheets, announcements, scenario notes, calendar of planned events, memos, program/project charters, activities and progress reports, strategies and plans, website content, governance meeting notes and agendas, terms of reference, governance frameworks, membership lists.

Record Number:

TBS FM 405

Enterprise Program Management Office

Description:

Information pertaining to the Enterprise Program Management Office (EPMO), which was created to better support the delivery of the Back Office Transformation (BOT) and the individual enabling programs and services (HR, Finance, IM and IT). The EPMO role includes: providing stewardship of the BOT vision, strategy and transformation roadmap, action plans, etc.; analyze and facilitate decision making across various transformation programs: HR, FM, IM, IT transformation initiatives; focus on past and current performance and timely identification / early warning indicators for course correction and impacts to stakeholders (internal & external); individual programs / initiatives remain accountable to execute course corrections; enable senior management to answer key questions pertaining to progress and delivering on BOT Transformation Plan committed outcomes and results, and delivering the transformation programs efficiently, effectively and in an integrated approach.

Document Types:

Enterprise Program Management Office (EPMO), Back Office Transformation (BOT), Financial Management Transformation, Human Resources Initiative, Information Management Transformation, Interoperability, Funding Models, BOT Governance, Vision and Strategy, Service Delivery Model, Enterprise Enabled Services Briefing, Charters, Dashboards, Committee Record of Decisions, Committee Terms of Reference, Advice related to Cabinet, advice related to various documents on Back Office Transformation & Modernization Projects.

Record Number:

TBS FM 410

Project Management and Internal Service Transformation

Description:

Information pertaining to the Project Management and Internal Service Transformation (PMIST) unit, which contributes to the modernization of pay systems and Corporate Administrative Shared Services (CASS) initiatives. It also offers analysis and recommendations of business requirements pertaining to computerized pay systems, processes, and other human resources management information such as advice regarding the implementation of new collective agreements or legislation (e.g. the *Public Service Employment Act*).

Document Types:

Project Management Internal Service Transformation, modernization of pay systems and Corporate Administrative Shared Services (CASS)

Record Number:

TBS PM 258

Strategic Policy and Planning**Description:**

The Strategic Policy Unit provides policy advice and leadership on matters of horizontal or strategic importance to the President of the Treasury Board and the Secretary of the Treasury Board. It maintains a body of knowledge on advancements, trends, and pressures in public sector management and public sector innovation, and provides leadership in the development of strategic policy advice. Leadership in strategic policy includes the development of proposals and implementation plans for advancing the government's management and transformation agenda; leadership in managing and advancing priority initiatives; management of the department's Results and Delivery Unit; and

the development of strategic networks with public policy experts across government and academia. The strategic policy function also includes support for visits abroad by TBS officials and meetings with visiting international delegations, as well as engagement with the Organization for Economic Co-operation and Development (OECD).

The Strategic Planning Unit is responsible for developing TBS planning and reporting requirements, including the Report on Plans and Priorities and the Departmental Performance Report.

Performance Measurement and Risk Management are also responsibilities of the Unit. In addition, the Unit is the primary TBS interface with the Office of the Auditor General (OAG) and supports TBS officials during performance audits in order to provide timely information on the audit process and to share tools to use when involved in these audits. Furthermore, the Unit coordinates key TBS corporate executive committees, providing a Secretariat function to those operations.

Document Types:

Strategic Policy: briefing materials, reports, strategies and presentations on public service reform and public management issues, various presentations and speeches, trackers and dashboards.

Strategic Planning: audits; Office of the Auditor General; reports and presentations; planning and reporting; Report on Plans and Priorities (RPP); Departmental Performance Reports (DPR); integrated risk management; Corporate Risk Profile; performance measurement; Departmental Results Framework; and executive committee documentation.

Record Number:

TBS MF 107

Services Strategies Directorate

Description:

Includes information created, collected and maintained by the Service Strategies Directorate. Its main responsibilities are the Government of Canada (GC) Service framework for internal and external services and their delivery, development and implementation of the GC integrated Service Strategy, with the Back Office Reform Strategy as an initial priority component.

Document Types:

Service Delivery; Service Strategy; Service Initiatives and Improvement; Service Strategy Development; Service Transformation; Research and Analysis (RA); Presentations - others.

Record Number:

TBS MF 106

Strategic Integration and HR Modernization

Description:

This directorate is responsible for PSMA stewardship and implementation, including capacity building and supporting the Human Resources community. The Directorate has responsibility for the Small Agency Transition Support Team (STAST) which was created to strengthen partnerships, facilitate access and share information among small agencies to support the ongoing implementation of the PSMA. It supports the President as champion for the HR community and maintains close working relationships with the Human Resources Council. The directorate provides support to departments (information, advice, tools, best practices), manages investments under the Strategic Investment Framework, monitors progress toward PSMA implementation, reports to TB

Ministers on overall implementation of PSMA and results achieved, and participates in formal evaluations.

Document Types:

General information on *Public Service Modernization Act - Public Service Employment Act* (PSEA), accountability, monitoring, reporting, funding management, communication, audit and evaluation, risk management, submissions to the Treasury Board, project and program management, performance measurement, governance, capacity learning and culture change, small agencies transition support team, learning and change; management; Small agencies transition support team - clients and partners, communications, governance framework, programs, Service Delivery Model; Human resources community; courses; professional development of the PE group aa: selected standard; Compensation community; Courses; PE : selected standard; PE recruitment initiative - candidates, withdrawn, not retain; Compensation advisor recruitment initiative - candidates, withdrawn, not retain.

Record Number:

TBS PM 222

Workplace Wellness and Productivity Strategy

Description:

The Workplace Wellness and Productivity Strategy is a horizontal initiative led by the Treasury Board Secretariat (TBS) which seeks to modernize the federal government's sick leave and disability management system by replacing its currently fragmented approach with one that provides fair, comprehensive and seamless coverage to all employees. With key partners, TBS is working to design a more effective, fairer and sustainable disability management system for the federal public service that will promote

employee wellness and productivity, and focus on prevention, support and return to work.

Document Types:

General information on the sick leave program and usage, disability management (data, statistics), wellness and prevention programs and policies; policies on group benefits and insurance; statistical analysis on workers compensation; executive documents (Cabinet and TB submissions); contracts; administrative documents; project management documents; memos and briefing notes; legal assessments; publications on disability management, wellness and prevention; and communications products.

Record Number:

TBS PM 225

Government-Wide Funds and Public Service Employer Payments

The Government-Wide Funds and Public Service Employer Payments Program accounts for funds that are held centrally to supplement other appropriations, from which allocations are made to, or payments and receipts are made on behalf of, other federal organizations. These funds supplement the standard appropriations process and meet certain responsibilities of the Treasury Board as the employer of the core public administration, including employer obligations under the public service pension and benefits plans.

The administration of these funds falls under the Decision-Making Support and Oversight program and the Management Policies Development and Monitoring program, but their financial resources are shown separately in the Program Alignment Architecture (PAA) for visibility and reporting purposes.

Internal Services

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
 - Professional Services Contracts Personal Information Bank

Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
 - Internal Communications Personal Information Bank
 - Public Communications Personal Information Bank

Financial Management Services

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
 - Accounts Payable Personal Information Bank
 - Accounts Receivable Personal Information Bank
 - Acquisition Cards Personal Information Bank

Human Resources Management Services

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- Awards (Pride and Recognition) Class of Record
 - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
 - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
 - Attendance and Leave Personal Information Bank
 - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
 - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
 - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
 - Human Resources Planning Personal Information Bank
 - Workplace Day Care Personal Information Bank
- Labour Relations Class of Record
 - Canadian Human Rights Act – Complaints Personal Information Bank
 - Discipline Personal Information Bank

- Grievances Personal Information Bank
- Harassment Personal Information Bank
- Disclosure of Wrongdoing in the Workplace Personal Information Bank
- Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
 - Employee Assistance Personal Information Bank
 - Harassment Personal Information Bank
 - Occupational Health and Safety Personal Information Bank
 - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
 - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
 - Discipline Personal Information Bank
 - Performance Management Reviews Personal Information Bank
- Recruitment and Staffing Class of Record
 - Applications for Employment Personal Information Bank
 - Employee Personnel Record Personal Information Bank
 - EX Talent Management Personal Information Bank
 - Personnel Security Screening Personal Information Bank
 - Staffing Personal Information Bank

- Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record
 - Relocation Personal Information Bank
- Training and Development Class of Record
 - Training and Development Personal Information Bank

Information Management Services

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision-making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Access to Information and Privacy Class of Record
 - Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record
 - Library Services Personal Information Bank

Information Technology Services

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record
 - Electronic Network Monitoring Personal Information Bank

Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal Services Class of Record

Management and Oversight Services

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- Cooperation and Liaison Class of Record
 - Lobbying Act Requirements Personal Information Bank
 - Outreach Activities Personal Information Bank
- Executive Services Class of Record
 - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
 - Evaluation Personal Information Bank
 - Internal Audit Personal Information Bank
- Planning and Reporting Class of Record

Materiel Services

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management Class of Record
 - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

Real Property Services

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management Class of Record
 - Real Property Management Personal Information Bank

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
 - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
 - Governor in Council Appointments Personal Information Bank

- Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
 - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
 - Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
 - Hospitality Personal Information Bank
 - Travel Personal Information Bank
- Security Class of Record
 - Identification Cards and Access Badges Personal Information Bank
 - Disclosure of Wrongdoing in the Workplace Personal Information Bank
 - Personnel Security Screening Personal Information Bank
 - Security Incidents and Privacy Breaches Personal Information Bank
 - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
 - Travel Personal Information Bank

3. Manuals

- Access to Information Manual

- Federal Identity Program Manual
- Financial Information Strategy Accounting Manual
- Treasury Board Manual (TBM), 1990-97 (25 Volumes) Note: The *Treasury Board Manual* was the compendium of policies and guidelines on management areas within the Treasury Board's jurisdiction. It was composed of six major components. Each component consisted mainly of policy volumes but may also have had supplementary volumes that were largely procedural.

4. Additional Information

► In this section

Contact Information

Please see the introduction to this publication for information on access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. You may also contact the Treasury Board of Canada Secretariat's ATIP Office by sending an email to the following address: ATIP.AIPRP@TBS-SCT.gc.ca.

Submitting an Online Request

Using the ATIP Online Request service is a faster, easier and more convenient way to submit access to information or privacy requests. [Apply online today](#) to save time.

Mailing your Request

To make a request by mail, please complete either the Access to Information Request Form or the Personal Information Request Form, or include a letter indicating that your request is made in accordance with the *Access to Information Act* or the *Privacy Act* and describe the information you are seeking. Please include relevant details to help the ATIP Office find the information you are requesting. Mail your request to:

Access to Information and Privacy Office
Treasury Board of Canada Secretariat
Corporate Communications
James Michael Flaherty Building
90 Elgin Street
Ottawa, Ontario K1A 0R5
Telephone: 613-369-3201
Toll-Free: 1-866-312-1511

A \$5 application fee applies to Access to Information requests only. There is no fee for requests for personal information.

Please Note: Strategic Communications and Ministerial Affairs (SCMA) is responsible for processing requests received under the *Access to Information Act* and *Privacy Act* only for records held by the Treasury Board of Canada Secretariat.

For additional information about the programs and activities of the Treasury Board of Canada Secretariat, please contact:

Public Enquiries

James Michael Flaherty Building

90 Elgin Street, 8th Floor

Ottawa, Ontario K1A 0R5

Telephone: 613-369-3200

Toll-Free: 1-877-636-0656

TTY: 613-369-9371

Email: questions@tbs-sct.gc.ca

Internet: www.canada.ca/en/treasury-board-secretariat.html

Completed Access to Information Requests

The Government of Canada encourages the release of information through informal requests outside of the ATIP process. Records released in response to completed *Access to Information Act* requests processed by the Treasury Board of Canada Secretariat can be obtained informally. A [list of completed request summaries](#) is available.

Privacy Impact Assessments

The Treasury Board of Canada Secretariat conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. [Summaries of completed PIAs](#) are available.

Open Data

To obtain information on open data, visit the [Open Government portal](#).

Reading Room

In accordance with the *Access to Information Act* and Privacy Act, the applicant may wish to review material in person at the Treasury Board of Canada Secretariat's ATIP Office. The address is:

James Michael Flaherty Building

90 Elgin Street

Ottawa, Ontario K1A 0R5

Telephone: 613-369-3201

Toll-Free: 1-866-312-1511

Individuals interested in visiting the reading room must phone ahead to make an appointment.

Date modified:

2019-05-06