

## 2020 to 2023 Short-form Departmental Sustainable Development Strategy

<b>Name of department</b>	Administrative Tribunals Support Service of Canada (ATSSC)
<b>Date</b>	February 2020
<b>Context</b>	<p>Although the ATSSC is not bound by the <a href="#">Federal Sustainable Development Act</a> and is not required to develop a full departmental sustainable development strategy, it adheres to the principles of the Federal Sustainable Development Strategy (FSDS) by complying with the <a href="#">Policy on Green Procurement</a>.</p> <p>The <a href="#">Policy on Green Procurement</a> supports the Government of Canada's effort to promote environmental stewardship. In keeping with the objectives of the policy, the ATSSC supports sustainable development by integrating environmental performance considerations into the procurement decision-making process through the actions described in the 2019 to 2022 FSDS "Greening Government" goal.</p>
<b>Commitments</b>	<ol style="list-style-type: none"> <li>1. Support the transition to a low-carbon economy through green procurement.</li> <li>2. Create sustainable workplaces and mobilize employees on greening government.</li> <li>3. Understand climate change impacts and build/maintain resilience.</li> </ol>
<b>Integrating sustainable development</b>	<ol style="list-style-type: none"> <li>1. The ATSSC will design procurement practices to align with green procurement and where possible, will endeavour to implement green technologies. The ATSSC will continue to demonstrate sustainable environmental stewardship by embedding environmental considerations into procurement practices and ensure environmentally-responsible acquisition, use and disposal of goods and services, including the following: <ul style="list-style-type: none"> <li>• Integrate environmental considerations into procurement management processes and controls <ul style="list-style-type: none"> <li>○ All bidding will be electronic – including publishing of Requests for Proposals (RFPs), receipt of bids and use of GC Docs to share electronic bids with clients for evaluation purposes.</li> </ul> </li> <li>• Ensure decision makers have the necessary training and awareness to support green procurement <ul style="list-style-type: none"> <li>○ Training has been completed for all procurement personnel. All acquisition card holders will be required to follow green procurement training.</li> </ul> </li> <li>• Ensure key officials include contribution to and support for the Government of Canada <i>Policy on Green Procurement</i> objectives in their performance evaluations <ul style="list-style-type: none"> <li>○ Manager of Procurement will have Green Procurement objective in their performance agreement.</li> </ul> </li> <li>• Set targets to reduce the environmental impact of specific goods or services <ul style="list-style-type: none"> <li>○ A target is set for 80% of the value of furniture with environmental considerations in the criteria</li> </ul> </li> <li>• Use of existing procurement instruments available through Public Services and Procurement Canada (PSPC) that include environmental considerations <ul style="list-style-type: none"> <li>○ The ATSSC will use PSPC Standing Offers and Supply Arrangements which include environmental considerations where they meet ATSSC's requirements, including for furniture.</li> </ul> </li> </ul> </li> <li>2. Green the workplace by encouraging: <ul style="list-style-type: none"> <li>• Use of alternative work arrangements, such as telework, to contribute to a sustainable society through reduced traffic congestion and air pollution</li> <li>• Use of video and teleconference services to reduce greenhouse gases related to travel</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• The turning off of computers and other equipment at the end of the workday</li> <li>• Use of environmentally friendly office products such as 100% recycled paper and refillable cartridges</li> <li>• Digitization and use of electronic documents instead of paper</li> <li>• Use of Multi-Function Devices that are ENERGY STAR certified</li> <li>• Use of print management software to manage and minimize the release of print jobs</li> </ul> <p>3. Business Continuity Plans to be exercised a minimum of once per year and updated as required.</p> <p>The ATSSC will continue to ensure that its decision-making process includes consideration of FSDS goals and targets through its Strategic Environmental Assessment (SEA) process. A SEA for policy, plan or program proposals includes an analysis of the impacts of the given proposal on the environment, including on FSDS goals and targets.</p> <p>Public statements on the results of the ATSSC's assessments are made public when an initiative that has undergone a detailed SEA is announced on its <a href="#">web page</a>. The purpose of the public statement is to demonstrate that the environmental effects, including the impacts on achieving the FSDS goals and targets, of the approved policy, plan or program have been considered during proposal development and decision making.</p>
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