



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

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

From: Treasury Board of Canada Secretariat

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1. General information

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Introduction to Treasury Board of Canada Secretariat 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 King'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 Treasury Board of Canada Secretariat (TBS), which was part of the Department of Finance Canada until it was proclaimed a separate department in 1966.

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

TBS reports to Parliament through the President of the Treasury Board.

Responsibilities

As the administrative arm of the Treasury Board, TBS 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. The Treasury Board is responsible for accountability and ethics; financial, personnel and administrative management; comptrollership; approving regulations; and most orders-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. Refer to our mandate, departmental plan and departmental results report for more information:

- [Treasury Board of Canada Secretariat Mandate](#)
- [Treasury Board of Canada Secretariat – Departmental plans](#)
- [Treasury Board of Canada Secretariat – Departmental results reports](#)

2. TBS institutional functions, programs and activities

► In this section

1. Core responsibility: Spending oversight

Review spending proposals and authorities; review existing and proposed government programs for efficiency, effectiveness and relevance; provide information to Parliament and Canadians on government spending.

1.1. Oversight and Treasury Board Support

Program description

TBS considers and challenges spending proposals from federal organizations before presenting them to Treasury Board ministers. The Oversight and Treasury Board Support program performs due diligence reviews of Treasury Board submissions and memoranda to Cabinet in order to provide advice to Treasury Board regarding resource allocation, risks and policy compliance. This work supports sound decision-making, value for money, compliance with rules and policies, and alignment with Government of Canada priorities and objectives. In addition, this program provides strategic advice, guidance and support to federal organizations in their implementation and application of Treasury Board policies, and on government priorities, risk management strategies and performance management.

Program official

Chair, Program Sector Assistant Secretaries

Crown Corporations Centre of Expertise

Description

The Crown Corporations Centre of Expertise (CCCOE) 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 Treasury Board submissions for 36 Crown corporations. Policy analysis involves providing advice to TBS portfolio departments and central agency counterparts on Crown corporation corporate plans and governance issues, as well as supporting senior TBS officials and Treasury Board ministers through relevant briefings and associated information. The CCCOE also coordinates horizontal government-wide initiatives and reviews that are applicable to

Crown corporations. Lastly, the CCCOE reaches out to key actors in the Crown corporations' community to exchange information and provide guidance on Crown corporation issues.

Document types

Crown corporation governance, policy analysis, policy guidance, financial statement, budget, performance measurement, risk analysis, corporate plan, briefing note, issue paper.

Record number: TBS MP 100

Economic Sector

Description

The Economic Sector supports the Treasury Board in its role as a management board and budget office by providing management oversight and 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
- 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, Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update, 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 and advice on program and expenditure management for the following institutions:

- Department of Finance Canada
- Treasury Board of Canada Secretariat
- Public Services and Procurement Canada
- Shared Services Canada
- Canada Revenue Agency

The sector is composed of the Assistant Secretary's office and two directorates: Government Acquisitions and Public Services Directorate, and Central Agencies and Shared Services Directorate.

Document types

Briefing note, correspondence letter, decision letter, memorandum, questions and answers, speaking notes, submission précis, trackers.

Advice

Advice provided to Cabinet committees; advice relating to various documents on Management Accountability Framework, Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update, departmental plans, departmental results reports, departmental capital and operating budgets, investment plans, government-wide reviews, program integrity, departmental results frameworks and program inventories, 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 by providing management oversight and advice on program and expenditure management and performance for a group of portfolio departments (including agencies and Crown corporations) such as:

- National Defence
- Immigration, Refugees and Citizenship Canada
- Department of Justice Canada
- Public Safety Canada
- Canada Border Services Agency
- Correctional Services Canada
- 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, action request, affirmation, agenda, agreement, application, assessment, audit, authority, backgrounder, briefing notes, business case, classification, comments, complaints, contact list, correspondence, dashboard, dataset, decision letter, directive, disclosure, estimates, form, framework, guide, guideline, invitation, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, notice, plan, policy, presentation, procedure, profile, proposal, questions and answers, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, statement, strategy, submission, summary, tables, templates, terms of reference, tracker, training material.

Record number: TBS MF 148

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 and Northern Affairs, and Health; and Employment and Social Development and Equality, Heritage, Housing and Veterans.

Portfolio departments include:

- Employment and Social Development Canada
- Health Canada
- Public Health Agency of Canada
- Veterans Affairs Canada
- Indigenous Services Canada

- Crown-Indigenous Relations and Northern Affairs Canada
- Canadian Heritage
- Women and Gender Equality Canada
- portfolio Crown corporations
- departmental agencies
- administrative tribunals

Document types

Advice provided to Cabinet committees, submission précis and associated documents, regulations, Management Accountability Framework, Main and Supplementary Estimates, Governor General's warrants, Annual Reference Level Update, departmental plans, departmental results reports, departmental capital and operating budgets, government-wide reviews, program integrity, management, resources, and results structure and departmental program activity architecture, small departments and agencies (guidance, initiatives, training networks), advice relating to documents on Crown corporations (policies, guidance, corporate plans), audit and evaluation reports, research reports, committees, conferences, training, compensation, governance policies and best practices, meetings, and seminars-retreats, Governor in Council positions.

Record number: TBS MF 151

Treasury Board Submission Centre

Description

Treasury Board submissions and related documents are confidences of the King'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, Schedules, agendas, minutes, records of decisions, advice (précis), decision letters, attestations (deputy head and chief financial officer attestations), briefing notes, correspondence, contact lists, trackers, forms, justifications and recommendations, presentations, procedures, speaking notes, strategies, statistics, summaries, tables, training material, routing slips in support of Cabinet committees: Treasury Board, Expenditure Review committees, Strategic Review committees, Strategic and Operating Review committees.

Record number: TBS MF 120

Treasury Board submissions

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

1.2. Expenditure Data, Analysis, Results and Reviews

Program description

The Expenditure Data, Analysis, Results and Reviews Program has four core activities to support Parliament, namely:

- implementing the *Policy on Results*
- presenting the government's spending plan (expected and actual) through Estimates documents and GC InfoBase
- ensuring that compensation decisions are informed by relevant analyses
- managing government-wide spending reviews

Through these activities, the Program exercises an oversight and challenge role to ensure that government spending is effective in achieving tangible results and of good value for Canadians. It also provides leadership to make data on spending and performance easier to discover and use, both for accountability purposes and to instill a results-based decision-making culture. The program works in partnership with financial, performance measurement, and evaluation communities in other government organizations.

Program official

Assistant Secretary, Expenditure Management Sector

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 GC InfoBase, which provides all this information in an easy-to-use and dynamic format.

Document types

Advice, agenda, agreement, application, audit, authority, backgrounder, briefing notes, business case, classification, comments, contact list, correspondence, dashboard, dataset, decision letter, directive, estimates, factsheet, forecast, framework, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, policy presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, registry, report, request, review, speaking notes, specification, statistics, still images, strategy, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS EM 303

Expenditure Strategies and Estimates Division

Description: The Expenditure Management Strategies and Estimates Division (ESED) is responsible for the provision of a whole-of-government view of expenditure management issues through liaison within TBS and with other central agencies; timely provision of accurate expenditure framework data to the annual budget process; and the provision of 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

Advice, attestation, briefing notes, checklist, comments, contact list, correspondence, dataset, estimates, form, letter, memorandum, notes, presentation, procedure, rationale, recommendations, report, routing slip, speaking notes, submission, tables, template, tool, tracker, training material.

Record number: TBS EM 304

Results Division

Description: The Results Division (RD) is the government policy centre for the Treasury Board *Policy on Results*. The division is also responsible for managing government-wide spending reviews. RD 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.

RD also provides guidance and support for the development and tabling of Part III of the Estimates, which comprise departmental plans and departmental results reports. RD 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, RD conducts assessments of departmental management practices and performance where they intersect with the *Policy on Results*. RD conducts research and policy analysis to support the design and operation of spending review processes, including departmental and horizontal spending reviews, and advises on the use of results information in spending reviews and in parliamentary review of spending plans. Within RD, the Central Performance and Impact Assessment Unit also promotes the use of impact assessment methods for the Government of Canada's business innovation and growth support programs.

Document types

Action plan, advice, agenda, assessment, backgrounder, briefing notes, comments, contact list, correspondence, dataset, directive, estimates, exemption, factsheet, forecast, framework, guide, letter, memorandum of understanding, memorandum, minutes, notes, plan, policy, presentation, procedure, questions and answers, questionnaire, recommendations, report, review, routing slip, speaking notes, speech, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS FM 407

2. Core responsibility: Administrative leadership

Lead government-wide initiatives; develop policies and set the strategic direction for government administration related to service delivery and access to government information, as well as the management of assets, finances, information and technology.

2.1. Financial management policies and initiatives

Program 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 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, 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.

Program official

Assistant Comptroller General, Financial Management Sector

Document types

Action plan, action request, advice, agenda, authority, backgrounder, briefing notes, business case, dashboard, dataset, decision letter, directive, disclosure, exemption, factsheet, forecast, form, framework, guide, guideline, invitation, justification, opinion, letter, list, memorandum of understanding, memorandum, minute, note, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, registry, report, request, review, speaking notes, specification, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, agreement, audit, checklist, correspondence, routing slip, training material.

Record number: TBS FM 404

Financial Management Policy

Description: Through the Financial Management Policy sub-program, TBS 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's objectives are 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*.

Document types

Action plan, action request, advice, agenda, agreements, audits, backgrounder, briefing notes, business case, checklist, dashboard, dataset, decision letter, directive, disclosure, exemption, factsheet, forecast, form, framework, guide, guideline, invitation, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS FM 409

Government Accounting Policy and Reporting

Description: This sub-program provides direction on accounting, reporting and the recording framework for the government's external financial reports. It also establishes the government's stated accounting policies and standards for the preparation of the government's consolidated financial

statements, the departmental financial statements and quarterly financial reports. The sub-program develops and maintains the Chart of Accounts of the Government of Canada, which is used by all departments and agencies for coding of financial transactions to roll-up financial information to the Public Accounts of Canada, and for financial reporting purposes across the government. The sub-program researches, develops, recommends and implements changes to the form and content of the Public Accounts of Canada. The sub-program prepares briefing notes on the content of Public Accounts of Canada and arranges the tabling of the Public Accounts of Canada in Parliament. It also develops and participates in the planning and delivery of seminars, briefing sessions and training programs for personnel from various federal departments and external stakeholders in relation to government accounting.

Document types

Action plan, action request, advice, agenda, agreements, audits, backgrounder, briefing notes, business case, checklist, dashboard, dataset, decision letter, directive, disclosure, exemption, factsheet, forecast, form, framework, guide, guideline, invitation, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS FM 420

Financial Management Community Development

Description: Provides strategic direction and coordination of key initiatives for community development and capacity building for the financial management community. Supports the communities by coordinating recruitment activities, mobility, career progression, training and learning, and professional development.

Document types

Action plan, advice, agenda, application, assessment, attestation, backgrounder, biography, briefing notes, business case, certificate, checklist, classification, comments, complaint, contact list, correspondence, dashboard, decision letter, factsheet, forecast, form, framework, guide, guideline, invitation, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, presentation, procedure, profile, proposal, questionnaire, questions and answers, recommendations, record of decision, routing slip, speaking notes, speech, strategy, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS FM 408

Financial Officer/Internal Auditor Recruitment and Development

Description: This bank contains personal information such as name, address, telephone number, personal email address, first language, SLE results if applicable, employment equity, proof of citizenship, employment history, classification, proof of education including transcript results, *curriculum vitae*, competency validation assessment, and interview assessment.

Class of individuals: Recent university graduates applying as participants to the Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD) Program through the Public Service Commission of Canada's

post-secondary recruitment campaign, and individual public servants qualifying for a promotion following the completion of the FORD program.

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, and to staff promotional positions as part of the overall talent management strategy.

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

Costing, Charging and Grants and Contributions

Description: Provides advisory role to TB Ministers and Departments regarding, costing, charging and fees, and transfer payment programs and initiatives. Contributes to building capacity through guidance, documents, challenge, and training.

Document types

Record number: TBS FM 411

Transfer Payments (Grants and Contributions)

Description: Supports Treasury Board by providing advice, interpretation and assessment of compliance with the *Policy on Transfer Payments* and *Directive on Transfer Payments*. Also supports departmental capacity through the development of guidance materials and renewal of policy instruments.

Document types

Action plan, action request, advice, agenda, authority, backgrounder, briefing notes, business case, dashboard, dataset, decision letter, directive, disclosure, exemption, factsheet, forecast, form, framework, guide, guideline invitation, justification, opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, registry, report, request, review, routing slip, speaking notes, specification, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS FM 412

Charging and Fees

Description: Supports Treasury Board and senior management by conducting a review and challenge function of Cabinet documents and providing strategic assessment and advice with respect to charging and fees. Develops policy instruments and tools and provides advice, interpretation and direction to departments and agencies related to charging and fees including the *Service Fees Act* and *Low Materiality Fees Regulations*.

Document types:

Authority, advice, attestation, briefing notes, business case, checklist, directive, guide, guideline, legal opinion, policy, presentations, proposal, questions and answers, rationale, report, recommendations, review, submission, template, tool, training material.

Record number: TBS FM 413

Costing

Description: Supports Treasury Board and senior management by conducting a review and challenge function of Cabinet documents with respect to the credibility of costing information. Develops policy instruments, provides training, and leads costing community activities in support of the development of credible costing information in the Government of Canada.

Document types:

Authority, advice, attestation, briefing notes, business case, checklist, guide, guideline, policy, presentations, proposal, questions and answers, rationale, recommendations, report, review, submission, template, tool, training material.

Record number: TBS FM 414

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 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, 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.

Record number: TBS GW 500

2.2. Policy on Service and Digital

Program description

To support its operations, the Government of Canada requires standardized direction and requirements concerning the management of its information, information technology, services, access to information and security. This is important as the completion of government processes are increasingly becoming digitally enabled.

The Digital Policy program sets the strategic direction and develops the policies in these areas for government institutions, departments and agencies, as applicable. The program is also responsible for government-wide plans and activities in support for open government.

The program supports its areas of management by establishing government-wide governance; setting management requirements and expectations; overseeing compliance and performance; conducting

research; providing strategic advice; and providing departments with policy implementation guidance and support, training and development, and government-wide tools, systems and services.

Program official

Assistant Deputy Minister, Digital Policy and Performance

Digital Policy

Description: The Digital Policy Division (DPD) provides policy stewardship for the *Policy on Service and Digital* suite of instruments. It undertakes policy research, develops and issues policy instruments in support of digital government and the Office of the Chief Information Officer's mandate, and reviews Treasury Board submissions, memoranda to Cabinet, and concept cases related to service and digital. DPD monitors performance and assesses compliance against the *Policy on Service and Digital* through the annual Management Accountability Framework process. DPD also provides government-wide leadership and policy guidance for the service delivery and information and communications technology accessibility functional communities. Activities include administrative and strategic policy development, community outreach and engagement, data and statistical analysis of the GC Service Inventory and related visualizations, governance, policy advice and guidance, performance measurement and oversight, and research.

Document types:

Action plan, action request, advice, agenda, agreement amendment, application, assessment, backgrounder, biography, briefing note, checklist, classification, comments, contact list, correspondence, dashboard, dataset, data infographic, decision letter, directive, disclosure, estimates, factsheet, forecast, form, formula, framework, guide, guideline, invitation,

justification, letter, list, memorandum of understanding, memorandum, methodology, minutes, notes, notice, performance indicator, plan, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, spreadsheet, standard, statement, statistics, still images, strategy, submission, summary, survey, tables , template, terms of reference, tool, tracker, training material.

Record number: TBS MF 127

Policy on Access to Information

Description: Activities relating to the *Policy on Access to Information* include analysis and policy development in relation to the *Access to Information Act* and the administration of policies and directives for access to information requests and proactive publication under the Act on behalf of the President of the Treasury Board, ensuring consistent application of policies, and providing ongoing advice, interpretation and training to government institutions. Activities also include exercising oversight and publishing government-wide information about programs and information holdings of government institutions under the *Access to Information Act*, and preparing and publishing an annual report on the government-wide administration of the access to information program. Activities further include performance measurement to support and inform the *Policy on Access to Information*, and community enablement activities to maintain a well-informed and competent workforce able to properly administer the *Access to Information Act* and related policy instruments.

Document types:

Action plan, action request, advice, affidavit, affirmation, agenda, agreement, amendment, application, assessment, attestation, audit, authority, backgrounder, biography, briefing notes, business case,

certificate, checklist, classification, comments, complaint, contact list, correspondence, dashboard, dataset, decision letter, directive, disclosure, estimates, exemption, factsheet, forecast, form, framework, guide, guideline, invitation, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, notice, plan, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, statement, statistics, still images, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS MF 128

Judy Booth Award for Excellence in Access to Information and Privacy (ATIP)

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 Judy Booth Award for Excellence (formerly 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 Judy Booth Award 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 Judy Booth Award 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 Judy Booth Award 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 Judy Booth Award 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

Access to Information Act Review

Description: Activities relating to the *Access to Information Act Review* include analysis and option development across three streams of examination:

- reviewing the legislative framework of the *Access to Information Act*
- taking opportunities to improve proactive publication to make information openly available
- assessing processes and systems to improve service and reduce delays.

Activities also include engagement with the public and target stakeholders, audiences, Indigenous groups, and the federal institutions subject to the *Access to Information Act* on topics across the three streams of analysis. The final activity is drafting a report with recommendations for improving access to information, which is to be submitted to the President of the Treasury Board for tabling in Parliament.

Document types:

Action plan, action request, advice, agenda, agreement, amendment, assessment, authority, backgrounder, biography, briefing notes, business case, checklist, classification, comments, contact list, correspondence, dataset, estimates, exemption, factsheet, forecast, form, framework, guide, invitation, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS MF 129

Security Policy

Description: Security Policy Division (SPD) develops and oversees the implementation of the *Policy on Government Security* (PGS) and supporting security policy instruments. It provides direction to the departments and agencies to which the PGS applies to effectively manage government security controls (security screening, information technology and information management security, physical security, business continuity management, security in contracts and other arrangements, security event management and security awareness and training) in support of the trusted delivery of Government of Canada programs and services ensuring the protection of government information, individuals and assets. SPD engages in governance, community outreach and enablement, and performance measurement activities. This includes the review of Treasury Board submissions, memoranda to Cabinet and concept cases related to the PGS, and monitors performance and assesses compliance against the

PGS through the annual Management Accountability Framework (MAF). In its Lead Security Agency roles for the Security Screening, Security Awareness and Training and Security Event Management controls, SPD provides strategic oversight and coordination for a whole-of-government approach. The division also manages a generic enquiries mailbox (SEC@tbs-sct.gc.ca) to respond to questions and to disseminate information within the Security community.

Document types:

Action plan, agenda, assessment (MAF Security Area of Management), backgrounder, briefing note, consultation data, correspondence, database, decision letter, directive, form, framework, policy guidance, guide, guideline, indicators, invitation, justification, letter, list, memorandum of understanding, minutes, meeting materials notes, personal information bank, policy advice, policy guidance, policy tools presentations, procedures, report, request, routing slip, speaking notes, standard, statistics, strategy, submission, summary tables, templates, terms of reference, trackers, training material.

Record number: TBS MF 133

Open Government

Description: The Open Government Division provides advice on strategic direction and priorities to advance open government for the Government of Canada; coordinates implementation of open government across the government and with provinces, territories and international partners; plans and executes outreach and engagement to understand the demands and needs of external clients and stakeholders; develops and maintains Canada's Open Government Portal, Open Government Registry and Access to Information and Privacy (ATIP) Online Request Service; and establishes business and functional requirements that meet needs of legislated

proactive publications, open data and open information. Records include information created, collected and managed by the Open Government Division, including information directives, standards, guidelines, principles, best practices, governance, training and accountability structures related to Open Government, Open Government Portal, Open Government Registry and digital services related to access to information and personal information requests.

Document types:

Strategies and plans, framework for the management of open data and open information, research summaries, consultation data and reports, blogs, correspondence, memoranda, briefing notes, presentations, policies, directives, standards, guidelines, evaluations, procedures, reports and responses to parliamentary committees and agents of Parliament pertaining to open government, planning materials for events, documentation for internal and external consultations, working groups and committees, agendas, meeting minutes, records of discussion within the domestic and international Open Government and ATIP communities, Open Government Director General committee, Open Government Working Group, Canada Open Government Working Group, Canada's Multi-Stakeholder Forum on Open Government, contacts database, community outreach and communications services, project plans, business requirements documents, technical documentation, training guides, correspondence supporting the delivery of advice and guidance to federal institutions on the use of the Open Government Portal and Registry and ATIP Digital Services, program business design service, portal system analytics and statistics, visualizations, map gallery, metadata service.

Record number: TBS MF 126

Access to Information and Privacy Online Requests PIB

Description: This bank describes information that is related to online requests for access to information and personal information by individuals in accordance with the *Access to Information Act* and the *Privacy Act*.

The personal information may include information that is described in the standard Personal Information Bank on Access to Information and Privacy Requests (PSU 901); user profile, including Meaningless But Unique Number (MBUN) as user ID, name and contact information; request details, including unique request number, transaction dates, system status and confirmation of fee payment. The system also captures system use data and optional feedback on the usability of the service.

System use data includes Internal Protocol address, information on transactions conducted, including date, time duration and nature of the transaction.

Note: The social insurance number (SIN) is collected only on behalf of institutions with an explicit legal authority to collect it and only when it is necessary to locate the requester's personal information.

Class of individuals: Individuals and their authorized representatives who make requests online to obtain information under the control of the government institution.

Purpose

The personal information is used to facilitate the receipt and delivery to participating institutions of formal online requests submitted under the *Access to Information Act* and the *Privacy Act* and to allow institutions to provide responses. Request information collected by TBS through this platform is transferred to the institutions processing the request for information.

Personal information is collected pursuant to sections 13 and 71.1 of the *Privacy Act*; sections 8 and 11 of the *Privacy Regulations*; sections 6, 11 and 92 of the *Access to Information Act*; and section 4 of the *Access to Information Regulations*.

The SIN is collected when required in accordance with the *Directive on Social Insurance Number* to locate personal information held by a program authorized through legislation or policy approval to collect and use the SIN.

Depersonalized and aggregated user profile and opinion information may be collected for non-administrative purposes to assess the usage and efficacy of the service, and for evaluating the functionality and improvement of the service.

Consistent uses

A MBUN is transmitted to the credential services managed by Shared Services Canada to validate users, which returns a confirmation of credential validation. For more information, refer to the *External Credential Management Services PIB – SSC PCI 607*.

A MBUN is transmitted to the Moneris service when a requester is required to pay an application fee and a confirmation of payment is received, under *Accounts Receivable – PSU 932*. Transaction details, such as credit card information, are not collected as part of this program.

Information may be shared with the Office of the Privacy Commissioner during investigations; refer to *Privacy Complaints and Investigations – OPC PPU 005* and *Privacy Commissioner Ad Hoc – Complaints and Investigations – OPC PPU 008*.

Information may be shared with the Office of the Information Commissioner during investigations; refer to *Complaint Investigations – OIC PPU 3100* and *Ad Hoc Information Commissioner Complaint*

Investigations – OIC PPU 123.

The SIN may be used in accordance with the *Directive on Social Insurance Number* to resolve questions implemented by those institutions and locate personal information held by a program authorized through legislation or policy approval to use the SIN.

Personal information may be shared with a government institution providing internal support services in accordance with section 29.2 of the *Financial Administration Act*.

Information may be used for auditing and logging purposes to inform on security incidents or privacy breach investigations; refer to Security incidents and Privacy Breaches – PSU 939 and Electronic Network Monitoring Logs – PSU 905.

For information about the internal support services used, contact the institution's Access to Information and Privacy Coordinator.

The information may be used to communicate system changes to users, as well as for planning and evaluation purposes, which may include conducting surveys and other user experience testing related to the administration and improvement of the system and the ATIP program in general; refer to Outreach Activities – PSU 938.

Retention and disposal standards

TBS will retain personal information used to process and respond to formal online requests for two years after the request is closed. Some depersonalized information and metadata, such as volumetric data and anonymous user feedback, is retained indefinitely to conduct research and analysis. The indefinite retention of user accounts and profiles is under review.

RDA number: 2015/001

Related record number: TBS MF 126

TBS registration: 20220003

Bank number: TBS PCE 805

2.3. Data Strategy, Governance and Privacy Protection

Program description

To deliver data-enabled capabilities that provide improved outcomes to government and its clients, the Government of Canada requires standardized direction and requirements concerning the management and use of its information and data.

The Data Strategy, Governance and Privacy Protection program sets the strategic direction and develops the policies for data and information to be used and managed as strategic assets. The program also provides direction for the ethical use of data and data-driven technologies, and for the protection of personal information.

The program supports its areas of management by establishing government-wide governance, setting management requirements and expectations, defining long-term strategies and coordinating their implementation, conducting research and providing strategic advice, and providing departments with policy implementation guidance and support.

Program official

Chief Data Officer, Office of the Chief Information Officer

Information and Data Governance

Description

The Information and Data Governance Division (IDGD) provides government-wide direction and governance for the stewardship of data and information. It undertakes policy research; operates enterprise governance committees; implements performance measurement frameworks for data and information; and provides oversight on data and information aspects of Treasury Board submissions, memoranda to Cabinets, and concept cases. IDGD is the lead policy centre for information and data management. It engages with and provides support to the GC IM and data functional communities.

Document types:

Agendas, minutes, meeting materials, terms of reference, record of decision, presentations, reports, speaking notes, policies and policy instruments, legal opinions, memoranda, standard operating procedures, event planning material, dashboards and other data visualization documents, public and government enquiries and related responses, frameworks related to performance management including key performance indicators, departmental results and assessments related to data and information stewardship, divisional feedback related to Treasury Board submissions and related documents, community contacts.

Record number: TBS FM 418

Privacy and Data Protection

Description: Activities relating to Privacy and Data Protection include analyzing and developing policy in relation to the *Privacy Act*; administering privacy 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. Activities also include supporting the *Privacy Act*, encompassing the approval and

registration of personal information banks in accordance with the *Privacy Act*, and supporting institutions to publish an index of personal information banks. An annual report relating to government-wide statistics on the administration of the *Privacy Act* is also published. Activities further include performance measurement to support and inform privacy policy, community enablement activities to maintain a well-informed and competent workforce able to properly administer the *Privacy Act* and related policy instruments, and government-wide leadership of the management of privacy breaches.

Document types

action plan, action request, advice, affidavit, agenda, amendment, application, assessment, audit, authority, backgrounder, biography, briefing notes, business case, certificate, checklist, classification, comments, complaint, contact list, correspondence, dashboard, dataset, decision letter, directive, disclosure, estimates, factsheet, forecast, form, framework, guide, guideline, invitation, justification, legal opinion, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, policy, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, registry, report, request, review, routing slip, speaking notes, speech, statement, statistics, strategy, submission, summary, tables, template, terms of reference, tool, tracker, training material

Record number: TBS MF 125

Data Operations

Description: The Data Operations Division (DOD) sets and oversees implementation of government-wide data strategies and provides strategic direction for the ethical use of data and data-driven technologies including

automated decision systems and artificial intelligence. The DOD also sets standards to support data quality, accessibility and interoperability.

The division engages with and provides support to departments and functional communities for the implementation of data strategies and to provide interpretation and guidance for the standards and policies it administers. The division also engages with partners in other jurisdictions and sectors to develop common strategies, approaches and processes to support the responsible and ethical use of data.

Document types:

action plan, action request, advice, agenda, application, assessment, backgrounder, briefing notes, comments, correspondence, dataset, factsheet, form, framework, guide, guideline, legal opinion, letter, memorandum, minutes, notes, plan, presentation, project material, questionnaire, report, speaking notes, strategy, tool, tracker, training material

Record number: TBS FM 420

2.4. Digital Strategy and Transformation

Program description

As the growth of processes conducted over information systems continues, the Government of Canada is responsible for setting strategic direction and enabling continual improvement of information technology, information management and cyber security for government departments and agencies.

The Digital Strategy, Planning and Oversight program supports the achievements of the Government of Canada's enterprise digital transformation objectives and enables departments to meet priorities by

providing enterprise strategic planning and digital investment oversight and supporting cyber security and digital enablement initiatives and activities.

The program focuses on next generation technology; core technology; enterprise architecture across business, information, application, technology and security domains; IT expenditure; application portfolio management; IT planning; digital project oversight and project portfolio management; digital tools and ecosystems; digital identity; enterprise cyber security risk management; and cyber security event management.

Through encouraging collaboration between government institutions, engaging other governments (domestic and international), providing leadership and establishing governance, developing, monitoring and overseeing departmental policy compliance and project management performance, and developing communities through learning and outreach activities, the program supports advancements in all these focus areas.

As digital government continues to expand, the Government of Canada is responsible for setting the overall strategic direction for government departments and agencies. This means building a bridge between people, services and delivery that allows for continual improvements in privacy and transparency, cyber security, information technology and information management.

The Digital Strategy and Transformation program supports the ambitions of the Government of Canada's enterprise digital transformation objectives and enables departments to meet priorities by providing strategic policy direction, enabling large scale digital transformation and providing digital investment oversight.

The program encourages collaboration between government institutions, engages with other governments (domestic and international), provides leadership and establishes governance, and monitors and oversees departmental project management performance.

Program official

Assistant Deputy Minister, Strategy and Transformation, Office of the Chief Information Officer

Strategic Policy and Planning

Description: The Strategic Policy and Planning team supports the development of strategic policy direction for digital government and provides horizontal coordination of priorities across the Office of the Chief Information Officer. The team builds capacity to inform future strategic and tactical directions and pilots activities to accelerate digital government transformation, sharing digital best practices across Canada and the world and supporting the adoption of the Government of Canada's Digital Standards. The team provides support on Deputy Minister Committees to the Secretary and committee co-chairs in relation to identifying enterprise-wide priorities and key services and provides direct support to the CIO and ministers.

Document types:

advice, agenda, agreement, backgrounder, briefing notes, comments, contact list, correspondence, dashboard, dataset, decision letter, directive, form, framework, guide, guideline, invitation, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, policy, presentation, procedure, project material, proposal, questions and answers,

questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, strategy, submission, summary, tables, template, terms of reference, tracker, training material

Record number: TBS MF 119

Digital Investment and Oversight

Description: It serves as the centre of expertise in project/programme management, oversight and governance practices for digital business projects/programmes. Program components include:

- Business Intelligence and Investment Advice to ensure that digitally-enabled business projects/programmes are well conceived and effectively planned from the outset, prior to coming to Treasury Board for approval, via briefings on memoranda to Cabinet and responses to concept cases
- Policy and Enablement to guide and enable departments to adopt effective project/programme governance and management practices for digitally-enabled business projects/programmes
- Treasury Board submission reviews to ensure that the conditions for success are present at the time of a Treasury Board submission for digitally-enabled business and ensure a strategic Office of the Chief Information Officer review of Treasury Board submissions with digital implications
- Ongoing Project/Programme Oversight (Assurance) to ensure effective project management and governance practices are consistently applied throughout the life of high-risk projects/programmes
- Performance Analytics and Reporting to provide key decision makers (such as Treasury Board) with a portfolio view of the most complex and/or high-risk digitally-enabled business project/programme

investments from across the government with the aim of enabling informed decision-making.

Document types:

Projects under TBS oversight: project information (scope, schedule, financial, risks, issues, priority, capability, department, sponsor), advice, agenda, amendment, assessment, attestation, authority, backgrounder, briefing notes, business case, checklist, comments, contact list, correspondence, dashboard, dataset, decision letter, estimates, exemption, feedback, forecast, guide, letter, list, memorandum of understanding, notes, plan, presentation, procedure, project material, project summary, rationale, recommendations, record of decision, report, reviews, statistics, strategy, tables, template, terms of reference, tracker.

Concept cases: concept case information (department, concept case name, defined problem, priority, capability), briefing notes, comments, correspondence, presentation, procedure, recommendations, review, request, statistics, strategy.

Memoranda to Cabinet: agenda, briefing notes, correspondence, feedback, memorandum, notes, presentations, report, submission, tracker.

Treasury Board files: information (total value, department, name, date), agenda, agreement, amendment, attestation, authority, backgrounder, briefing notes, business case, checklist, comments, contact list, correspondence, dataset, decision letter, estimates, exemption, forecast, investment plans, letter, memorandum of understanding, plan, presentation, procedure, project material, project complexity risk assessment, recommendations, request, review, statistics, strategy, submission, tracker.

Performance Analytics: advice, briefing notes, correspondence, dashboard, dataset, framework, guide, invitation, list, notes, plan, presentation, procedure, profile, project material, proposal, rationale, recommendations, record of decision, report, speaking notes, statistics, tracker, training material.

Policy and Enablement: agenda, guideline, memorandum of understanding, plan, policy, procedure, policy, questions and answers, recommendations, request, review, tool, tracker, training material.

Record number: TBS FM 130

Transformation Enablement

Description: The Transformation Enablement program supports the Deputy Minister Committee on Core Services (DM Core) in the enablement and oversight of Core Service Initiatives (CSI) by providing expertise, advice and recommendations. Working within the TBS, other central agencies, and implicated departments, the program serves as a strategic partner to support lead deputies on proposed approaches, options, risk assessment, mitigation and operational concerns.

The program collaborates with CSI departments to identify solutions, alternative controls and facilitation of exemptions or exceptions to policies and procedures that may be necessary to support the modernization of core services. The program also provides dedicated resources to departmental teams under the purview of DM Core to provide direct support as and when needed. The program, in collaboration with departments, is working to identify opportunities to address systemic challenges related to financial flexibilities, human resource flexibilities, procurement and talent for targeted transformation initiatives. In partnership with CSI departments, TBS sectors, and the Department of

Finance Canada, the program is developing a framework for implementing an outcomes-based approach for incremental access to funding based on tangible demonstration of progress toward achievement of targeted outcomes tied to the delivery of value.

Document types:

agendas, records of decision, meeting materials, placemats, briefing documents, presentations, correspondence

Record number: TBS FM 416

2.5. Information Security and Technology

Program description

The Information Security and Technology Program is responsible for setting strategic direction and policies and enabling continual improvement of technology and cyber security for government departments and agencies.

The program focuses on next generation technology; core technology; enterprise architecture across business, information, application, technology and security domains; application portfolio management; digital tools and ecosystems; digital identity; enterprise cyber security risk management; and cyber security event management.

Through encouraging collaboration between government institutions; engaging other governments (domestic and international); providing leadership; establishing governance; developing, monitoring and overseeing departmental policy compliance and project management performance; and developing communities through learning and outreach activities, the program supports advancements in all these focus areas.

Program official

Chief Information Security and Technology Officer, Office of the Chief Information Officer

Enterprise Strategic Planning

Description: Enterprise Strategic Planning (ESP) provides government-wide leadership and direction for Enterprise Architecture and Information Technology (IT) through the development, issuance and interpretation of strategies, policies, standards, guidelines and guidance. ESP collects records from departmental architectures and proposals and maintains records on the results of architectural assessments from the GC Enterprise Architecture Review Board (GC EARB). The GC Enterprise Portfolio Management platform supports government-wide prioritization and planning processes for digital service delivery and collects information on departmental investments and IT plans, and GC Services.

ESP collects information about departmental business applications through the GC Application Portfolio Management program, and departmental IT expenditures through the IT Expenditure Reporting program. ESP manages the TBS Application Modernization Investment Fund program as a centrally administered stimulus fund to stabilize the government's application portfolio's health and security posture. The funds support the application modernization and cloud adoption efforts of SSC partner departments; the program will sunset in December 2022.

Document types:

agendas, records of decision and meeting materials related to Government of Canada Enterprise Architecture Review Board (GC EARB) and multiple Communities of Practice, strategy papers, position papers, advice, briefing notes, backgrounders, reports, statistics, assessment tools, templates,

standards, guidelines, guidance materials, presentations and project documentation related to enterprise architecture, application hosting and cloud migration, application health, IT planning, IT expenditures,

Record number: TBS FM 410

Cyber Security

Description: The Cyber Security Division provides Government of Canada-wide leadership, direction and oversight on cyber security for federal institutions. In support of establishing a consistent government-wide security posture and enabling the secure delivery of government programs and services to Canadians, the Cyber Security Division leads a number of core functions, including:

- developing IT security and cyber security strategies
- establishing a government-wide enterprise security architecture, in alignment with government business objectives, to ensure that cyber security requirements and risk-based measures are applied continuously in an identify, protect, detect, respond, and recover approach to protect information systems and services
- issuing direction and guidance to enable a whole-of-government approach and a consistent enterprise-wide security posture
- enabling a government enterprise platform that is modern, central, secure and user-friendly in support of the government's Identity, Credential, and Access Management solution ecosystem
- overseeing implementation of cyber security enterprise initiatives and practices to improve the maturity of cyber security management across the enterprise and ensure that government information and assets are managed and protected from cyber threats
- performing continuous monitoring of cyber risks to maintain visibility of enterprise cyberthreat and risk environment and establish

situational awareness

- providing strategic oversight and direction in the government cyber security event management process to ensure that events are effectively coordinated in order to support decision-making and minimize potential impacts and losses to the government

Document types:

agendas, records of decision and meeting materials related to Government of Canada Security Infrastructure Strategic Management Committee, Director General Information Technology Security Tripartite, Director Information Technology Security Tripartite, Designated Official for Cyber Security, strategic direction, vision, security architectures, design patterns, security requirements, guidelines, position papers, backgrounders, reports, statistics, assessment tools, templates, procedures, guidance materials, presentations and project documentation related to government cyber security, IT security risk management, post-mortems and lessons learned related to significant cyber events

Record number: TBS FM 415

Digital Enablement

Description: The Digital Enablement Division enables digital government by ensuring enterprise digital platforms are in place to facilitate internal public service operations and service delivery to Canadians. This is accomplished through exercising strategic leadership, horizontal governance and creative experimentation and adopting product management practices for platforms related to information management, digital collaboration, system interoperability and service delivery.

Document types:

briefing documents, process documents, trackers, agreements, terms of reference, project proposals, memoranda, procedures, legal opinions, plans, submissions, reports, agendas, records of decision, correspondence, strategies, user profiles, still images, notes, user training materials

Record number: TBS MF 140

Digital Credentials and Identity

Description: Digital Credentials and Identity:

- provides policy advice and guidance related to digital identity provisions of the *Directive on Identity , Management*, the *Policy of Service and Digital* and the *Directive on Service and Digital*, particularly the application of trust frameworks, the acceptance of trusted digital identities, the evaluation of levels of assurance requirements, and the use of related technology platforms
- plans and designs a national digital credentials and identity strategy and program
- engages with federal/provincial/territorial, industry, civil society and international stakeholders
- chairs and supports intersectional governance and advisory bodies including the Trusted Digital Identity Committee
- develops, tests and operates technical platforms to support policy and service evolution, such as Sign In Canada, the National Digital Trust Service, and User Centric Verifiable Digital Credential Challenge

Document types:

briefing documents, process documents, trackers, agreements, terms of reference, project proposals, memoranda, procedures, legal opinions, plans, submissions, reports, agendas, records of decision, correspondence, strategies, position papers

Record number: TBS MF 141

2.6. Digital Talent and Leadership

Description: Digital Talent and Leadership is responsible for organizing, optimizing and upskilling digital talent across the Government of Canada, which includes:

- supporting the enterprise-wide recruitment, management, learning, development and recognition of the government's digital talent
- sourcing and managing external talent and promoting talent intake from underrepresented communities, international, academia, civic tech, not-for-profit and industry sources
- leading engagement and outreach related to the digital community across the government and with external partners
- leading innovation and continuous improvement conceptualization

Document types:

action plan, application, assessment, attestation, backgrounder, biography, briefing notes, certificate, checklist, comments, contact list, correspondence, dashboard, directive, exemption, forecast, form, framework, guide, guideline, invitation, letter, list, memorandum of understanding, memorandum, minutes, notes, plan, presentation, procedure, profile, project material, proposal, questions and answers, questionnaire, rationale, recommendations, record of decision, report, request, review, routing slip, speaking notes, speech, still images, strategy, tables, template, terms of reference, tool, tracker, training material

Record number: TBS FM 417

[Talent.canada.ca](https://talent.canada.ca)

Description: This bank describes information that is used by the platform talent.canada.ca for staffing activities. The platform was previously known as Talent Cloud. It currently includes GC Digital Talent and Indigenous Talent Portal. Personal information may include:

- name
- contact information
- social media profiles
- biographic information
- workplace preferences and opinions
- citizenship status
- veteran status
- employment equity information
- official language preference
- general language preference
- employment history
- education history
- relevant biographic experiential information
- personal values
- self-assessed competencies
- reference names
- reference contact information
- applicant views and opinions
- applicant work samples

Class of individuals: Individuals who apply for employment via talent.canada.ca and federal institution hiring managers and human resource advisors.

Purpose: Personal information is used to administer recruitment and staffing activities in departments using talent.canada.ca. Personal information is collected pursuant to section 7(1) of the *Financial Administration Act*, sections 15(1), 29 and 30(1), (2), and (3) of the *Public Service Employment Act* and section 5 of the *Employment Equity Act*.

Consistent uses: Personal information may also be used and disclosed in aggregate for non-administrative purposes including program evaluations, audits, research, reporting, statistical analysis. This personal information may be disclosed to the Public Service Commission Investigations Directorate (see PSC PPU 010) in accordance with section 6 of the *Public Service Employment Act*.

Retention and disposition standards: Applicant information will be retained for five years by TBS. Applicant and management profile information on talent.canada.ca will be retained for two years following the last administrative action. Applicants and managers will be notified when their profile information is to be disposed. Job opportunities will remain. For information on the retention and disposition of this information by partner institutions, contact the institution's Access to Information and Privacy Coordinator.

RDA number: 2015/001

Related record number: TBS FM 417

TBS Registration: 20180051

Bank number: TBS PPU 095

2.7. Management Accountability Framework

Program description

The Management Accountability Framework (MAF) is a tool used by the TBS to monitor the management performance of fifty-eight federal departments and agencies (as of April 2022).

The MAF identifies management expectations based on the Treasury Board policy suite, assesses policy compliance and performance within organizations, and highlights management strengths and opportunities to improve. The MAF assesses the practices and performance of organizations in specific areas of management on an annual basis.

Program official

Assistant Secretary, Priorities and Planning

Management Accountability Framework Directorate

Description: MAF is a framework for management excellence that supports the annual assessment (accessible only on the Government of Canada network) of policy compliance and management 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. It seeks to obtain an organizational and government-wide view of the state of management practices and performance in order to identify areas of management strength and areas that require attention. The assessment encourages certain evolving practices and nudges management behaviour in support of the continuous improvement of management capabilities, effectiveness and efficiency government-wide.

MAF assessment results are used by a variety of stakeholders including:

- Privy Council Office 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
- TBS to assess the state of management practices and performance across government and to monitor policy compliance and implementation with the Treasury Board policy suite

Document types:

general information on MAF, MAF methodologies, including indicators, expected results, outcomes and implications, MAF assessment process, MAF presentations, MAF communications, MAF workshops, information on the MAF Portal, learning and training, senior management presentations, MAF evaluation, Canada School of Public Service materials

Record number: TBS MF 113

2.8. Acquired Services and Assets Policies and Initiatives

Program description

The Acquired Services and Assets (ASA) program aims to strengthen the management of assets and acquired services within the Government of Canada through the development and implementation of policy instruments governing procurement, real property, materiel management, investment planning and project management. Through its policies, advice, support and oversight (monitoring, performance measurement and reporting), the ASA program assists federal departments and agencies in providing value for money and sound stewardship in the management of their assets and acquired services. The ASA program also strengthens the professional capacity of the Procurement, Materiel Management, Project

Management and Real Property Communities throughout the public service through a range of capacity building and community development initiatives.

Program official

Assistant Comptroller General, Acquired Services and Assets

Investment Management Directorate

Description: The Investment Management Directorate is responsible for the development and interpretation of policies, directives and guidance on investment planning, project/programme management and real property. The Directorate also manages the Directory of Federal Real Property, Callipers (a web application containing project, Organizational Project Management Capacity Assessment (OPMCA) and Project Complexity and Risk Assessment (PCRA) information) and the Federal Contaminated Sites Inventory.

Document types

investment planning policy, project/programme management and real property directives, standards, tools and guidance material, Management Accountability Framework assessment information concerning investment planning, project management, and real property management, investment planning and project management web pages, Callipers (a web application containing project, OPMCA and PCRA information), briefing notes, presentations, records of discussion, terms of reference, agendas for the Senior Designated Official Councils for Project Management and Real Property, TBS Advisory Committee on Project Management Federal Contaminated Sites Inventory, Directory of Federal Real Property

Record number: TBS FM 110

*Note: Requests for department-specific project documentation or investment plans should be directed to the department.

Centre of Expertise for Real Property

Description: The Centre of Expertise for Real Property (COE) was established through Budget 2021, following the release of the report on the government-wide review of federal fixed assets. The COE's mandate is to implement recommendations from the Horizontal Fixed Asset Review and to help departments respond to real property use changes resulting from the COVID-19 pandemic.

Document types

- Horizontal Fixed Asset Review: Final Report and attachments, presentations, agendas, terms of reference for the Deputy Minister Real Property Committee and associated documents
- speaking points
- Centre of Expertise for Real Property workplan

Record number: TBS FM 138

Procurement, Material and Communities Directorate

Description: The Procurement, Material and Communities Directorate is responsible for the development and interpretation of policies, directives, and guidelines on the procurement of goods, services, construction services and material. Additionally, the Community Development Office 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:

Policies, directives, standards, guidance, reports, memoranda, briefing notes, legal opinions and other correspondence on legislative, , regulatory and policy instruments, contracting policy notices, plans, submissions, reports, presentations, speaking points, agendas, terms of reference, records for various committees and other for a, Management Accountability Framework assessment information, correspondence, strategies, still images, notes, training materials, lists.

Record number: TBS FM 112

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 at TBS manages the Certification Program and coordinates 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. It acts as the certification body, providing an independent and impartial assessment of candidates' qualifications against overall Program requirements. The Personnel

Psychology Centre at the Public Service Commission assists in providing services in regard to core competency reviews (candidate achievement records) and knowledge assessments (exams).

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:

Committees, working groups documents, certification curriculum, workshops, forms, equivalency requests, presentations, memoranda of understanding, service level agreements, 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 TBS.

Personal information may include:

- applicant and participant name
- contact information
- biographical information
- signature

- educational information
- personal record identifier
- certificate number
- certification designation number
- employment equity information
- language
- special accommodation information
- signature
- 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,
- administer and provide services for the Certification Program for the Federal Government Procurement and Materiel Management Communities
- determine eligibility for the program
- maintain an inventory of candidates
- 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 CSPA PPU 015 Integrated Learning Management System, formerly Campusdirect).

Applicants' and participants' personal information is also shared with management of their home department or agency in order to obtain agreement to enroll, pay for, 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

Retention: Once the candidate notifies Canadian General Standards Board (CGSB) that they no longer want to be in the program, they are notified that CGSB will archive their file for two years.

Disposal: After two years, all file information is scheduled for destruction. The only information kept is name, last contact information and their notice to withdraw from the program.

RDA number: TBS 91/009

Related record number: TBS PM 243

TBS registration: 20140101

Bank number: TBS PCE 755

2.9. Financial Management Transformation

Description: The Financial Management Transformation Sector is modernizing the financial and materiel management business model across the Government of Canada to provide more timely access to reliable, consistent government-wide information, and ensure that FM services better enable the delivery of programs for Canadians and remain cost-effective and sustainable. The Program does so by designing standard, streamlined processes and common data structures, building modernized common systems to replace departmental platforms, and aligning financial management systems investments with government priorities.

Document types:

Agenda, agreement, biography, briefing notes, business case, contact list, correspondence, dashboard, decision letter, factsheet, forecast, framework, invitation, list, memorandum of understanding, minutes, notes, plan, presentation, procedure, project material, question and answers, record of decision, report, strategy, submission, template, terms of reference, tracker, training material.

Program official

Assistant Comptroller General, Financial Management Transformation

Financial Management Transformation Program

Description: The Financial Management Transformation Program is responsible for designing standards, streamlining processes and common data structures, building modernized common systems to replace departmental platforms, and aligning financial management systems investments with government priorities.

Document types:

Agenda, agreement, biography, briefing notes, business case, contact list, correspondence, dashboard, decision letter, factsheet, forecast, framework,

invitation, list, memorandum of understanding, minutes, notes, plan, presentation, procedure, project material, question and answers, record of decision, report, strategy, submission, template, terms of reference, tracker, training material.

Record number: TBS FM 350

Central Agency Cluster-Shared Systems Division

Description: The Central Agency Cluster-Shared Systems provides maintenance and development support on first-line and second-line analysis and configuration, as well as Help Desk support services, End User Communications and Training Services, for the SAP financial system and Cognos BI software. This Shared Systems Support is currently provided to 15 departments and agencies.

Document types:

Agenda, agreement, dashboard, forecast, invitation, list, memorandum of understanding, minutes, notes, plan, presentation, project material, question and answers, record of decision, report, template, terms of reference, trackers, training material.

Record number: SCT GF 352

2.10. Internal Audit Policies and Initiatives

Program description

The internal audit function, which is independent of departmental management, informs the oversight of public resources throughout the federal public administration, providing assurance as to whether government activities are managed in a way that demonstrates responsible stewardship to Canadians.

The program is responsible for maintaining a modern internal audit policy suite and overseeing the function for the Government of Canada. Activities include monitoring of policy compliance, community outreach, conducting horizontal and core controls audits, provision of audit services to smaller departments, supporting recruitment, facilitating training and supporting the departmental audit committee (DAC) appointment process and tenure management.

These activities ensure that the internal audit function and the DAC provide deputy heads with assurance and advice to inform decision-making in their departments and supports them in their role as accounting officer, as defined in the *Financial Administration Act*.

The activities also ensure that the Comptroller General of Canada receives assurance and advice from audit committees and internal audit functions to inform decision-making in a broader government context and to build and sustain the capacity of an independent, professional and innovative internal audit community with the government that adheres to professional standards and delivers timely value-added services that address current and emerging risks and opportunities.

Program official

Assistant Comptroller General, Internal Audit

Internal Audit – Policies and Initiatives

Description: Through a consultative process with departments, the Internal Audit Sector (IAS) leads and supports the Treasury Board *Policy on Internal Audit* by:

- providing interpretation and advice to deputy heads, heads of internal audit, and internal audit practitioners on the implementation of the policy, development of departmental internal audit policies and risk-

based audit plans, application of professional standards, and oversight and guidance of the internal audit function

- conducting or leading internal audit engagements focused on departments that do not have an internal audit function and that address horizontal, sectoral or thematic risks or issues
- establishing audit intelligence systems, assessment strategies to determine and report to the Comptroller General on the state of the internal audit function in departments and across government
- developing capacity-building strategies for the internal audit community to support departments in achieving the objective and expected outcomes of the policy
- working with departments to appoint external members to DAC
- assisting the audit communities by coordinating recruitment activities, training and learning and professional development

Document types

Internal audit policy and directive, horizontal working group terms of reference, meeting agendas and meeting minutes, Capacity Assessment Template, audit reports, audit summaries and reports on internal audit engagements, departmental risk-based audit plans – summaries and analyses, departmental liaison – visits and advice, communications plan, community development – classification, competency profile, learning strategy, conferences, presentations, workshops, seminars and communications, internal audit manual, policy interpretation – exposure drafts, guides, interpretation bulletins, Institute of Internal Auditors (IIA) quality assessment manual, recruitment, research projects, departmental audit committee, guidance, collective staffing for internal auditors, community development – advice and assistance, generic job descriptions, internal audit demographic survey, internal audit information

management, human resources planning, liaison – university, conferences, meeting and seminars, special studies, reports and statistics, selection standards, training and development.

Record number: TBS FM 406

Library of Audit Recruitment Activities

Description: The Office of the Comptroller General of Canada uses the Library of Audit Recruitment Activities (LARA) database to manage the recruitment, appointment and tenure of external members of federal departmental audit committees.

Document types

The personal information bank (PIB) for LARA includes:

the names and contact information of candidates and members of federal departmental audit committees, biographical information on candidates and members, such as professional and board experience, educational information on candidates and members, the gender of candidates and members, self-identification details of candidates and members (whether they are a member of an under-represented group), memberships of candidates and members, information on candidates' and members' internal contacts in the Government of Canada (roles and coordinates), information on each departmental audit committee, such as composition and past members.

Record number: TBS FM 406

Classes of individuals

- Candidates for appointment to departmental audit committees who are external to the Government of Canada

- Employees of federal institutions who are involved in recruiting and appointing audit committee members (for example, deputy heads and chief audit executives)

Purpose: This PIB maintains an inventory of candidates so that candidates can be referred to departments that want to appoint departmental audit committee members, consistent with subsection 16.2 of the *Financial Administration Act*.

Consistent uses: This PIB is used:

- to identify candidates for referral to departments
- for statistical purposes

Retention and disposal standards

- Information is retained for 20 years once the candidate or member is no longer considered for membership in a departmental audit committee.

RDA number: 91/099

Related records number: TBS FM 406

TBS registration: 20180052

Bank number: TBS PCE 756

2.11. Communications and Federal Identity Policies and Initiatives

Program description

The Communications and Federal Identity Policy program is responsible for setting the requirements that enable departments to provide Canadians with information about Government of Canada decisions, policies, programs and services and support the use of a single, consistent and coherent identity of the Government of Canada. The program provides

guidance, policy interpretations and strategic advice, and monitors departmental policy performance. This includes community support and outreach.

Program official

Assistant Secretary, Strategic Communications and Ministerial Affairs

Support to Government Departments on Communications and Federal Identity

Description: The Communications and Federal Identity Policy program manages the *Policy on Communications and Federal Identity* and its related instruments. It provides policy interpretations and advice to government departments to enable them to manage their communications activities and corporate identity effectively and efficiently and monitors their compliance with the policy. The policy addresses various communications activities such as advertising, public opinion research, social media and web communications, publishing, and the use of the Government of Canada's official symbols.

The policy supports the use of various communications channels, including using digital media and platforms as the primary means to connect and interact with the public balanced with using traditional methods. It requires departments to communicate in both official languages in a manner that is objective, factual, non-partisan, clear, and in plain language. It stipulates that the Government of Canada and its programs, services, facilities, assets, activities and uniformed officials be clearly identified in Canada and abroad through the consistent use of the government's official symbols. The program is responsible for the legal protection of the Government of Canada's official symbols: the Canada wordmark, flag symbol and the arms of Canada.

Document types:

Policy, directive, procedures, manual, standard, guidelines, interpretations, advice, briefing notes, correspondence, dataset, lists, meeting agendas, memoranda, plans, presentations, rationales, recommendations, reports, reviews, speaking notes, statistics, strategies, tables, terms of reference, tools, web content (internal and external), technical specifications.

Record number: TBS MF 134

2.12. Canadian Digital Service

Program description

The Canadian Digital Service is a service delivery-focused sector with a mandate to empower government to design and deliver better public-facing services. They do this by working with teams across government, using agile methods and proven technologies that put people at the centre of the work, and scaling solutions.

Program official

Chief Executive Officer, Canadian Digital Service

Service Design and Delivery

Description: The Canadian Digital Service (CDS) works to improve the experience of using Government of Canada services, to meet Canadians' modern expectations.

CDS's Partnerships Business Unit helps departments make timely design and technology decisions, build their in-house digital capabilities, and adopt new ways of working, so they can continually improve how they deliver public services.

CDS's Platform Business Unit builds and operates services, including GC Notify and GC Forms, for common government-wide use cases. Through this work, CDS helps identify and address barriers to effective service delivery.

Document types:

Partnership agreements, reports, business cases, performance data and background material on existing services, performance metrics, web analytics data, design artefacts, software code, design research plans and artefacts, including usability testing results and user interviews, privacy consent statements to participate in design research, job descriptions, statements of work, career progression frameworks, recruitment candidate information, procurement initiation and evaluation documents, planned and past outreach materials, including social media communications, newsletters, web pages and blog posts, newsletter participants, corporate reporting, strategic advice, analysis and feedback on policy, background research on service delivery topics, security and privacy compliance artefacts, security and system performance logs, blameless retrospective reports, product status updates, datasets, including departmental program and service data.

Record number: TBS PM 246

2.13. Greening Government Operations

Program description

As the owner and manager of the largest fixed asset portfolio in Canada—with 32,000 buildings, 20,000 engineered assets such as bridges and dams, and 40,000 vehicles—federal action is helping meet Canada's climate objectives. The Government of Canada is also the largest public procurer in

Canada and can leverage its procurement power to stimulate market demand for low-carbon products (such as low-carbon cement) and Canada's emerging clean technology sector.

The Greening Government Strategy, created in 2017 and updated in 2020, commits the Government of Canada to transition to net-zero carbon and climate-resilient operations and reduce environmental impacts on waste, water and biodiversity. The Government of Canada has committed to ensuring its operations will be net-zero emissions by 2050, including government-owned and leased real property, fleets, and procurement of goods and services. The GGS also includes the objective that the government's light-duty fleet will be comprised 100% zero-emission vehicles by 2030.

The Centre for Greening Government (CGG) leads the implementation of the Greening Government Strategy. The Centre exercises its leadership through the setting of targets for the Government of Canada, alignment of Government of Canada policies to the Greening Government Strategy, implementation support and technical guidance to departments to facilitate compliance with the Strategy, brokering of targeted initiatives, developing communication products and learning events, and tracking and publicly disclosing the government's environmental performance. The CGG also manages the Greening Government Fund and the Low-carbon Fuel Procurement Program and chairs the Buyers for Climate Action initiative and co-chairs the international Greening Government Initiative.

Program official

Executive Director, Centre for Greening Government

Service Design and Delivery

Description: The Centre for Greening Government acts as both a policy centre within TBS and a Centre of Expertise on greening government operations for departments, agencies and Crown corporations.

Document types:

Greening Government Strategy, *Policy on Green Procurement*, guidance documents, presentations, agendas, terms of reference, background research and reports.

Record number: TBS PM 290

2.14. Public Service Accessibility

Program description

The Office of Public Service Accessibility (OPSA) was created in August 2018 to support the Government of Canada in meeting the requirements of the *Accessible Canada Act*. OPSA was charged with developing an overarching strategy and implementation plan to help the federal public service be ready to meet the requirements of the Act and establishing a centralized enabling workplace fund to invest in new tools, research and projects to improve workplace accommodation practices and eliminate barriers that contribute to the need for individual accommodation.

OPSA is a hub – a source of strategic advice regarding accessibility issues related to employment, the built environment, information and communications technologies, the procurement of goods and services, program and service delivery, workplace accommodation and the development of a disability inclusive culture for all Government of Canada departments and agencies. It leverages, through extensive and targeted engagement, the expertise of partners in other levels of government and

both the private and non-profit sectors according to the principle of nothing without us, to establish the public service of Canada as the gold standard of an accessible and inclusive workplace.

Program official

Assistant Deputy Minister, Office of Public Service Accessibility

Public Service Accessibility

Description: The Office of Public Service Accessibility creates and collects information on accessibility in the public service, and creates information related to the centralized enabling workplace fund.

Document types:

strategy plans, reports, scenario notes, briefing notes, surveys, guidance, correspondence, background research on accessibility in other jurisdictions and other sectors

Record number: TBS PM 280

3. Core responsibility: Employer

As the employer, the government develops policies and sets the strategic direction for people management in the public service; manages total compensation (including pensions and benefits) and labour relations; and undertakes initiatives to improve performance in support of recruitment and retention objectives. 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.

3.1. People and Culture

Program description

The People and Culture Sector supports the Treasury Board in establishing strategic direction for people management, including the use of official languages at work and in services to the public, while fostering government-wide excellence in human resources leadership and development through modern and agile policy frameworks. Additionally, the Centre on Diversity and Inclusion within the sector is dedicated to examining the barriers and challenges to achieving a diverse and inclusive workplace. Furthermore, the Centre of Expertise on Mental Health in the Workplace supports mental health promotion and psychological harm prevention in federal workplaces.

To achieve its goals, its programs develop and support the implementation of policies, directives and standards for:

- people and executive management
- values and ethics
- official languages for communications with the public
- workforce bilingualism
- workplace well-being
- diversity and inclusion

It seeks to provide the foundation for excellence to manage a productive public service that is respectful, healthy, safe, ethical and inclusive. In doing so, the program contributes to the attraction, engagement, retention and development of a skilled and diverse workforce that can communicate in both official languages.

The Sector supports deputy heads and heads of human resources with policy advice and guidance to enable a high-performing and diverse public service. It provides strategic direction and oversight in the areas of executive performance, leadership and talent management, terms and

conditions of employment, classification and organization design, including compensation, and collective management and resourcing of assistant deputy minister positions.

Other key activities include:

- supporting leadership and professionalism for the human resources community
- engaging and collaborating with a broad range of expert communities, stakeholders and partners, both domestic and international, on the development of strategies, policies and tools
- providing advice and guidance to public service organizations, including for official languages, values and ethics and disclosure of wrongdoing, and to the broader range of public sector institutions, including Crown corporations, separate agencies and some privatized organizations.
- providing co-governance and co-delivery of the Joint Learning Program with the Public Service Alliance of Canada.
- providing mental health, diversity and inclusion advice and support across the public service

The Sector's sub-programs are underpinned by legislation, such as:

- *Financial Administration Act*
- *Federal Public Sector Labour Relations Act* (formerly the *Public Service Labour Relations Act*)
- *Public Servants Disclosure Protection Act*
- *Privacy Act*
- *Public Service Employment Act*
- *Canadian Human Rights Act*
- *Accessibility Act*
- *Multiculturalism Act*

- *Indigenous Languages Act*
- *Employment Equity Act*
- *Nunavut Land Claim Agreement*
- *Official Languages Act*

Program official

Assistant Deputy Minister, People and Culture

Equity, Diversity and Inclusion:

Description: Equity, diversity and inclusion is supported by People and Culture through activities at the Centre on Diversity and Inclusion, which is dedicated to examining the barriers and challenges to achieving a diverse and inclusive workplace. It provides policy advice and guidance on employment equity, diversity and inclusion, and leads the development of and administers key initiatives such as the Mentorship Plus Program, the Mosaic Leadership Development Program and the Federal Speakers' Forum on Diversity and Inclusion. Much of this work is co-developed with the diverse communities it is intended to serve. Finally, it coordinates with stakeholders whose policies and programs affect the diversity and inclusion agenda in the federal government.

Records related to activities to advance the work on diversity and inclusion within the public service include:

- co-developing and implementing initiatives
- providing support to departments and agencies
- raising awareness about issues
- conducting research to help measure and report on current realities and progress
- consulting with internal and external stakeholders of diversity and inclusion in the federal public service

Document types:

Program advice, meeting agendas, backgrounders, briefing notes, contact list, correspondence, presentation decks, supporting visual materials, questions and answers, recommendations/guidance documents, speaking notes, strategic and implementation plans, Treasury Board submissions, scenario notes, engagement plans, terms of reference, project management documents, narratives, Question Period cards, responses to official inquiries, placemats/dashboards, official reports, journey maps, lexicons, best practices, summaries/analyses of reports, proposals, communiqués, workshop documents, what we heard reports.

Record number: TBS PM 250

Centre for Diversity and Inclusion

Description: Information and records about federal government employees who apply to participate in leadership development programs for employment equity and equity-seeking federal employees such as the Self ID Modernization Project, Mosaic Leadership Development Program, Mentorship Plus Program, and the Federal Speakers' Forum on Diversity and Inclusion.

Document types

Program advice, meeting agendas, backgrounders, briefing notes, contact list, correspondence, presentation decks, supporting visual materials, questions and answers, recommendations/guidance documents, speaking notes, strategic and implementation plans, Treasury Board submissions, scenario notes, engagement plans, terms of reference, project management documents, narratives, Question Period cards, responses to

official inquiries, placemats/dashboards, official reports, journey maps, lexicons, best practices, summaries/analyses of reports, proposals, communiqués, workshop documents, what we heard reports.

Record number: TBS PM 230

Mental Health in The Workplace

Description: Records related to activities for advancing priorities for mental health in the workplace include supporting federal organizations in complying with the 2016 Federal Public Service Workplace Mental Health Strategy (the Strategy), aligning with the National Standard of Canada for Psychological Health and Safety in the Workplace and providing advice and guidance on policy considerations for mental health / psychological health and safety in public service organizations.

Activities include:

- providing advice and guidance to departments including central agencies
- conducting research
- developing tools
- suggesting training options
- conducting engagement and outreach with key stakeholders
- facilitating exchange of best practices with various communities and networks
- supporting the measurement of progress including against the Strategy

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact lists, correspondences, dashboards, datasets, decision letters, directives,

factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 221

Values and Ethics

Description: Records related to activities for the administration, promotion and provision of advice on the *Values and Ethics Code for the Public Sector* and related Treasury Board policies and directives, including activities such as:

- engagement, outreach, support and advice to departments and stakeholders on values and ethics
- support and training for the key departmental officials responsible for values and ethics policies, programs and activities
- analysis of political activities not subject to Part 7 of the *Public Service Employment Act*
- facilitation of collaboration with departments, Crown corporations, bargaining agents, interdepartmental networks, non-governmental organizations and international organizations

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact, lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of

understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 210

Disclosure Activities

Description: Records related to activities for the administration, promotion and provision of advice on the *Public Servants Disclosure Protection Act* (PSDPA) and the responsibility of tabling the PSDPA Annual Report, including activities such as:

- engagement, outreach, support and advice to departments on disclosure activities
- support and training for the key departmental officials responsible for the disclosure process
- collaboration and exchange with departments through interdepartmental networks

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews,

routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 240

Employment Equity

Description: Records related to the government wide coordination of the employer role under the *Employment Equity Act* and the responsibility of tabling the Employment Equity Annual Report on behalf of the federal public service.

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact, lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 227

Employment Equity Champions and Chairs Committees/Circle

Description: Records related to Employment Equity Champions and Chairs Committees/Circle (EECCCs/C) activities that support public service employment equity objectives by convention and according to the legislative obligations of Treasury Board in its role as the employer under

the *Employment Equity Act*. The EECCCs/C serve as a forum for networking, engagement, outreach and sharing of employment equity best practices among departments and agencies.

The EECCCs/C are composed of Champions and Employee Network Chairs in departments and agencies from across the public service of Canada. Each Committee is chaired by an Employment Equity Deputy Minister Champion, appointed by the Clerk of the Privy Council.

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 261

People Management and Workplace Policies

Description: Information on People Management and Workplace Policies and Programs includes:

- duty to accommodate
- telework
- mandatory training
- performance and talent management
- Interchange Canada (policy and program activities)

- student employment
- term employment
- promotions
- workplace daycare centres
- legal assistance and indemnification
- probation
- termination

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 204

Interchange Canada Reporting Application

Description: The Interchange Canada Reporting Application is a database of basic assignment details for all Interchange Canada assignments. Data is submitted by departmental Interchange Canada liaison officers. The Interchange Canada Reporting Application is also used to process user requests on the Interchange Canada Resumé Bank and Interchange Canada Assignment Opportunity Portal. The Interchange Canada Resumé Bank is an application allowing users to upload profiles and resumé for

review by managers and human resources professionals inside and outside of the Government of Canada. The database contains curricula vitae of prospective participants and participant profiles. Access to view profiles is restricted to managers and human resources professionals.

Class of individuals: Public servants and non-public servants who are interested in or who have undertaken an Interchange Canada assignment.

Purpose: The Interchange Canada Reporting Application 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: The Interchange Canada Reporting Application is used by departments to submit information to TBS about Interchange Canada. This information is used for statistical data analysis and trends forecasting. The Interchange Canada Resumé Bank is used as a general inventory of talent for potential Interchange Canada assignments. The Interchange Canada Assignment Opportunity Portal is used to display available assignment opportunities to users inside and outside the Government of Canada.

Retention and disposal standards: Profiles inputted to the Interchange Canada Resumé Bank are stored in the bank for a period of six months, and then they are automatically deleted. Interchange Canada assignments uploaded to the Interchange Canada Assignment Opportunity Portal are stored until the deadline selected by the user, after which time they are automatically deleted. The deadline can be modified by the Interchange Canada Reporting Application administrator, on request of the uploader. Interchange Canada assignment data inputted to the Interchange Canada Reporting Application are stored indefinitely. The administrator account of the Interchange Canada Reporting Application can access all records, while

registered users (Interchange Canada liaison officers) can view the records in their corresponding department. Hard copy records of Interchange Canada participants, if applicable, are stored in accordance with the relevant TBS policies on the storage and disposal of records. Departments retain documents on assignments of participants from personal corporations for audit purposes for a period of six years after the end of the assignment or in accordance with their organizational policies on record retention.

RDA number: 2001/025

Related record number: TBS PM 204

TBS registration: 001952

Bank number: TBS PCE 729

Recognition and Awards

Description: Records on the management, planning, coordination, departmental and regional liaison, advice and communications oversight related to awards and recognition in accordance with relevant policies (for example, Performance Management Directive) and in the context of public service renewal. This includes activities such as National Public Service Week, the Public Service Award of Excellence, the “Seasons” Long Service Award and Retirement Award and “iBoutique” Instant Award programs.

Document types:

Action plans, advice, agendas, agreements, assessments, backgrounders, briefing notes, biographies, business cases, checklists, comments, contact lists, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, policies, presentations, procedures, project materials, proposals, questions and answers,

questionnaires, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, statistics, still images, strategies, submissions, summaries, tables, templates, terms of reference, tools, trackers, training materials.

Record number: TBS PM 260

Government of Canada Workplace Charitable Campaign

Description: Records relating to the framework for the Government of Canada Workplace Charitable Campaign.

Document types:

Action plans, advice, agendas, agreements, backgrounders, briefing notes, business cases, correspondences, dashboards, datasets, decision letters, directives, factsheets, forms, frameworks, guides, invitations, lists, memoranda of understanding, memoranda, minutes, notes, plans, presentations, procedures, project materials, proposals, questions and answers, recommendations, records of decision, reports, reviews, routing slips, speaking notes, speeches, strategies, summaries, templates, terms of reference, trackers, training materials.

Record number: TBS MF 262

Official Languages

Description: Records related to activities for the development and monitoring of official languages programs, policies and regulations and to support federal institutions in enforcing Parts IV (communications with and services to the public), V (language of work within federal institutions) and VI (participation of French-speaking and English-speaking Canadians in the public service) of the *Official Languages Act*.

Document types

Program, regulatory and policy advice and interpretation, meeting agendas, backgrounders, briefing notes, notices, binders, contact lists, correspondence, presentation decks, supporting visual materials, computer publications and tools for the official languages community, questions and answers, recommendations/guidance documents, speaking notes, strategic and implementation plans, Treasury Board submissions, scenario notes, terms of reference, narratives, Question Period cards, responses to official inquiries, placemats/dashboards, annual reports to Parliament, best practices, summaries/analyses of reports, proposals, newsletters, workshop documents, what we heard reports, consultation documents, policy analyses, survey analyses, administrative documents.

Record number: TBS PM 211

Official Languages: Burolis

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

Document types

Tables, analyses, operating procedures, computer publications.

Record number: TBS PM 213

Information Systems for Official Languages and Human Resources in Federal Institutions

Description: Information on administrative systems related to official languages programs from the core public administration and from tables provided by institutions subject to the *Official Languages Act* outside the core public administration, including privatized organizations. Also includes content.

Document types

Databases, data tables, reports, statistical output, manuals.

Record number: TBS PM 237

Official Languages Information System II

Description: Official Languages Information System II (OLIS II) is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include figures on employees and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services, and supervision. 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 that are not part of the core public administration and privatized organizations 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 programs relating to the official languages of Canada in the various federal institutions.

Consistent uses: The information is used for statistical purposes to monitor that segment of the official languages programs 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

Executive Management

Description: Information and records related to areas such as total compensation, organization and classification, the Performance Management Program for Executives, policy interpretation and terms and conditions of employment, including career transition for executives.

Document types

Action plans, advice, agendas, agreements, backgrounders, biographies, briefing notes, business cases, certificates, checklists, contact lists, correspondences, decision letters, factsheets, forms, guides, invitations, letters, lists, memoranda, minutes, notes, plans, presentations, procedures, project materials, proposals, questions and answers, questionnaires, recommendations, reports, reviews, routing slips, speaking notes, speeches, statistics, strategies, summaries, tables, templates, terms of references, tools, trackers, training materials.

Record number: TBS PM 251

Executive Leadership Development Program

Description: Information and records about Executive Group employees nominated to or participating in the Executive Leadership Development Program (ELDP). Personal information may include:

- name and contact information of the individual and supervisor
- employee identification number
- employment equity information

- biographical information
- educational information
- employment history
- employee personnel information
- gender
- opinions and views of or about individuals
- photograph and signature
- assessment results and related notes on candidate performance

A Privacy Impact Assessment is currently being conducted on ELDP.

Document types

Psychometric assessment results, nomination forms, notes on individual and group performance as part of leadership-building activities, talent and performance profiles, participant profiles, resumés, selection decision records, questionnaires, surveys.

Record number: TBS PM 256

Executive Group Classification Information System

Description: Classification information on individual Executive Group positions in the public service is stored in the Position and Classification Information System (PCIS), in individual position files and in spreadsheets.

Class of individuals: All current federal executives for whom the Treasury Board is classed as the employer under the *Federal Public Sector Labour Relations Act*, departments named in Schedule I and IV of the *Financial Administration Act*, the core public administration.

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: Arrangements are made for the yearly transfer of the PCIS data to Library and Archives Canada. The data 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 were 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

ADM Resourcing

Description: Assistant deputy ministers (ADMs) are collectively managed and the Office of the Chief Human Resources Officer is responsible for providing an enterprise-wide perspective on the ADM community and supporting deputy heads in filling upcoming vacancies. This class of records uses the Executive Talent Management System 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 talent management discussions by deputy head, outreach meetings with ADM People and Culture, resumés, ADM talent management dashboards, talent management questionnaires.

Resourcing recommendations provided to deputy heads.

Record number: TBS PM 200

Government-Wide EX Talent Management

Description: This bank describes information about federal government employees in the executive 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
- employment information
- employee personnel information
- gender
- opinions and views of or about individuals
- photograph
- signature

A Privacy Impact Assessment is currently being conducted on ETMS use for talent management.

Class of individuals: Under the *Directive on Performance and Talent Management for Executives* that came into effect on April 1, 2020, completing a talent assessment is a requirement for all executives at all levels. The Chief Human Resources Officer has provided the ETMS to ensure that these are completed and recorded for corporate and departmental talent management.

Purpose: Personal information is collected by TBS, in the Office of the Chief Human Resources Officer, the Office of the Comptroller General (for chief financial officers), and the Office of the Chief Information Officer, 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 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. Executive-level information may be shared with the Canada School of Public Service and the Public Service Commission, including the Personnel Psychology Centre. Information may be shared with deputy heads and heads of human resources for talent management purposes. 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
- 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

3.2. Employment Conditions and Labour Relations

Program description

The Employment Conditions and Labour Relations program supports the Treasury Board in its role as the employer for the core public administration, including RCMP Civilian and Regular Members, to ensure that terms and conditions of employment are fairly negotiated, that compensation is equitable and appropriate, and that departments and agencies are equipped to meet their accountabilities with respect to labour relations and managing compensation. The program provides support in establishing strategic direction for the public service to prevent and resolve workplace harassment.

Program official

Assistant Deputy Minister, Employment Conditions and Labour Relations Sector

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*, 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

Classification

Description: Information related to Classification Program for the core public administration.

Document types

General information on classification, classification program, policy, 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 and Classification Information System Plus, classification dashboard – reporting on classification, job evaluation standards – groups,

sub-groups and levels, needs analysis, update and maintenance, application, qualification standards, Classification Program Renewal Initiative – 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, position files.

Record number: TBS PM 248

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 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 – conversion, reference positions, general services group (GE) implementation, HS/GS (hospital services and general services), degree illustrations, universal job evaluation plan – committees, whole job ranking activity, training – universal job evaluation plan, Universal Classification Standard, social sectors, evaluation plan redesign, 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 , sample 1 and 2 on the work information gathering tool 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

Collective Bargaining

Description: Information on collective agreements that were made in writing and entered into under the *Federal Public Sector Labour Relations Act* (FPSLRA) by TBS 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 FPSLRA 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
- 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, attendance, leave, overtime and shiftwork system, extra duty reporting system, incumbent system, leave reporting system, compensation information – reports, requests – TBS, compensation and statistical analysis – 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 *Federal Public Sector 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 Federal Public Sector Labour Relations and Employment 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 Federal Public Sector Labour Relations and Employment 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 *Federal Public Sector 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: TBS PCE 728

Human Rights Complaints

Description: The Employer Representation in Recourse (ERR) within the 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 for 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 are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan 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 Federal Public Sector Labour and Employment Relations Board
- the monitoring of trends and jurisprudence
- advice and support to departments
- support to OHS and labour relations communities
- 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 Federal Public Sector Labour and Employment 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, *Federal Public Sector Labour Relations Act*, review, Finkleman study, Federal Public Sector Labour Relations and Employment Board, 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

COVID-19 Vaccination Attestation and Worksite Testing Program

Description: This bank describes personal information related to federal employees and Governor in Council (GIC) appointees who are subject to vaccination attestation and testing requirements stemming from the *Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*, the terms and conditions applying to GIC appointees, or similar institution-specific policies regarding COVID-19 vaccination requirements.

Personal information collected may include:

- name
- contact information
- date of birth
- personal record identifier
- employee identification number
- employee personnel information
- vaccination attestation status
- verification of vaccination status information
- accommodation status
- accommodation measures taken
- confirmation of medical contraindication

- religious affidavit
- testing information (test type and test results)
- attestation status
- self-evaluation symptoms
- audit log information from Government of Canada – Vaccination Attestation System (GC-VATS) and the Rapid Testing Attestation Solution (RTAS)
- opinions or views of, or about, individuals

Information may be stored in two information systems managed by TBS: GC-VATS and RTAS.

Note: Federal institutions outside of the core public administration may use GC-VATS and RTAS upon approval from TBS.

Note: GIC appointees are not considered “employees” for the purposes of the *Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*, but are required by the terms and conditions applying to Governor in Council appointees to be fully vaccinated unless accommodated, and they must abide by the vaccination requirements applicable to the institutions to which they are appointed. Therefore, GC-VATS and RTAS collects information on some GIC appointees.

Class of individuals: Full or part-time employees of federal institutions within the core public administration, the Royal Canadian Mounted Police (RCMP), and GIC appointees appointed to institutions that use GC-VATS and/or RTAS, and employees outside of the core public administration where the employing institution uses GC-VATS and/or RTAS.

Purpose: The personal information is used to record compliance with the Government of Canada’s requirement that all federal employees must be vaccinated against COVID-19 unless accommodated due to certified

medical contraindications, religion, or other prohibited grounds under the *Canadian Human Rights Act*. For federal employees within the core public administration, personal information is collected pursuant to paragraph 7(1)(e) and subsection 11.1(1) of the *Financial Administration Act*. For federal employees outside the core public administration, personal information is collected pursuant to employment and human resources authorities laid out in the institution's enabling legislation. For a GIC appointee, personal information is collected pursuant to the human resources management authorities inherent in the order-in-council formalizing their appointment and the legislation or other statutory instrument that establishes their position.

Consistent uses: The personal information will be used to determine if individuals will be granted onsite access to the workplace and to determine whether an individual is permitted to report to work in person or remotely. Aggregated information will also be used by organizations, Health Canada and TBS to monitor and report on the overall impact of COVID-19 and compliance with the vaccination program both within the organization and for the core public administration (refer to Occupational Health and Safety, PSE 907).

The personal information may also be used or disclosed in accordance with established occupational health and safety requirements (refer to Occupational Health and Safety, PSE 907) in support of staffing decisions (refer to Staffing, PSE 902), training (refer to Training and Development, PSE 905), disciplinary actions for non-compliance (refer to Discipline, PSE 911), in support of action by the GIC to address non-compliance for GIC appointees (refer to Governor in Council Appointments, PSU 918), and to facilitate personnel administration in the employing organization and to ensure continuity and accuracy when an employee is transferred to another organization (refer to Employee Personnel Record, PSE 901).

Personal information data matching occurs when a user access GC-VATS with the TBS Application Portal (TAP). The individual's personal record identifier and name on the myKey must match that stored in TAP which received its data from Phoenix or the human resources system of RCMP or National Defence.

Information on GIC appointees may also be disclosed to the Privy Council Office for tracking compliance with vaccination requirements, as well as to support administrative action by the GIC related to noncompliance (refer to Governor in Council Appointments, PSU 918).

Information may be used and disclosed for research, statistics, program and policy evaluation, internal audit, compliance and risk management, strategy development and reports.

Retention and disposal standards: Personal information will be retained for two years after the last administrative action and will follow the disposition standards set out by Library and Archives Canada.

RDA number: 2015/001

Related record number: TBS PM 253

TBS registration: 20220001

Bank number: TBS PCE 807

Pay Equity

Description: The Employment Conditions and Labour Relations 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 Federal Public Sector Labour Relations and Employment 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. Until the new *Pay Equity Act* is brought into force, pay equity is governed by the *Canadian Human Rights Act* and the Equal Wages Guidelines, 1986.

Document types

Pay equity – communications, complaints, interest, joint union/management initiatives – committees, investigation, management position, questionnaires by case number, newspaper and journal articles, reference documents, tribunal (Public Service Alliance of Canada versus TBS).

Record number: TBS PM 254

Corporate Liaison and Strategic Management

Description: Corporate Liaison and Strategic Management:

- 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 TBS and Canada Public Service Agency policy renewal initiative and the review of policy instruments
- supports the National Joint Council and separate agencies, that is, those under the *Financial Administration Act*, Schedule V
- coordinates *Public Service Modernization Act* (PSMA) initiatives and the policy centre for PSMA guidelines on co-development and labour-management consultation committees
- 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 (Treasury Board submission), LRCO Policy Renewal and review of policy instruments, National Joint Council, separate agencies (*Financial Administration Act*, 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 Federal Public Sector Labour Relations and Employment 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 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 PSC (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
- resumé information
- interview assessment results (including all handwritten notes of assessors and candidates)
- references
- security screening information
- proof of identity, including photo identification.

Class of individuals: Recent secondary school, college and university graduates applying as participants to various recruitment initiatives through TBS and PSC 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 PSC for purposes of candidate referral and selection (refer to the PSC Personal Information Bank entitled Post-Secondary Recruitment Program: Inventory of Applicants and Support Organizational Recruitment Initiatives, number PSC PPU 015).

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 Federal Public Sector Labour Relations and Employment 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 (for example, 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 15 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations that have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the TBS 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

Staffing Complaint Recourse

Description: The Centre of Expertise on Staffing Complaint Recourse (the Centre) 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*, which also saw the establishment of the Public Service Staffing Tribunal as an independent tribunal. On November 1, 2014, the PSST and the Public Service Labour Relations Board merged to form the Federal Public Sector Labour Relations and Employment Board (FPSLREB). With respect to the broader human resources 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 FPSLREB through direct intervention, knowledge transfer, tools, research and analysis. The Centre 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, Federal Public Sector Labour Relations Act*, 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

National Joint Council Secretariat

Description: The National Joint Council (NJC) is the forum for participating employers and bargaining agents to take joint ownership of broad labour relations issues and develop collaborative solutions to workplace problems. Through the NJC, public service bargaining agents and employers come together to share information, consult on workplace policies, and co-develop directives on 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, 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, Service-Wide Committee on Occupational Health and Safety, Workforce Adjustment Committee, Official Languages Committee, Public Service Health Care Plan, Dental Care Plan Board of Management and Disability Insurance Plan Board of Management.

Record number: TBS PM 209

National Joint Council 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, “travellers” (meaning non-employees), or both for National Joint Council (NJC) Travel Directive exceptions. The personal information collected may have included home address, personal telephone numbers, employment equity information (such as, 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
- non-EX Group employees excluded from collective bargaining (performance pay)

Document types

Excluded groups and administrative policies-administration, budget, employer policies, Commonwealth Secretariat (excluding non-rotational assignments), heads of posts directives, individuals-deletions, locally engaged staff, military (excluding Indochina regulations), non-rational assignments, outside practices, membership fees, relocation-appointees special applications-National Defence, Royal Canadian Mounted Police, Compensation and Benefits Instructions and King'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, 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, pay plans – administration, performance pay, risk management.

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, 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 (such as, 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 National Joint Council 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
- occupational health and safety

It is also responsible for consolidating and publishing the policies for ministers' offices and developing the Treasury Board 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, 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, disposal and acquisition of accommodation, family separation and house-hunting trip, incidental expenses, integrated relocation program, shipment of effects, special applications – National Defence, Royal Canadian Mounted Police, NJC, special travel authorities, special travel situations, travel agencies, commissions and boards, departments, agencies and Crown corporations, ministers' exempt staff, risk management, work force adjustment, National Joint Council.

Record number: TBS PM 270

Separate Agencies

Description: There are 26 separate agencies named in Schedule V of the *Financial Administration Act*. 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 Energy Regulator, Canada Investment and Savings, Canada Revenue Agency, Canadian Food Inspection Agency, Canadian Institutes of Health Research, Canadian Nuclear Safety Commission, Canadian Security Intelligence Service, Communications Security Establishment Canada, Federal Public Sector Labour Relations and Employment Board, Financial Consumer Agency of Canada, Financial Transactions and Reports Analysis Centre of Canada, Indian Oil and Gas Canada, National Capital Commission, National Film Board, National Research Council Canada, Natural Sciences and Engineering Research Council of Canada, Staff of the Non-Public Funds – Canadian Forces, Northern Pipeline Agency Canada, Office of the Auditor General of Canada, Office of the Superintendent of Financial Institutions Canada, Parks Canada, Polar Knowledge Canada, Security Intelligence Review Committee, Social Sciences and Humanities Research Council of Canada, Statistical Survey Operations, The Correctional Investigator Canada.

Record number: TBS MF 135

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, committee's recommendation and a summary of the deliberations. The system is linked with the Position and Classification Information System.

Class of individuals: All federal employees for whom Treasury Board is classed as the employer under the *Federal Public Sector 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

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

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 *Federal Public Sector 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 *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Treasury Board maintains personnel information systems on public service employees.

This bank is the prime source of exclusions data for TBS users and is used for monitoring the exclusions process and supporting 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
- Position and Classification Information System

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

3.3. Pension and Benefits Management

Program description

The President of the Treasury Board is responsible for the oversight, management and administration of the public service pension plan, and for certain stewardship responsibilities for the pension plans or retirement programs for the Canadian Forces (Regular Force and Reserve Force), the Royal Canadian Mounted Police, members of Parliament, federal judges, lieutenant governors, governors general, diplomats and deputy ministers. The Chief Human Resources Officer, and in turn the Assistant Deputy Minister, Pension and Benefits Sector, have been delegated the operational responsibility to support the President in this role.

PBS fulfills its responsibilities by:

- undertaking policy analysis
- conducting studies
- reviewing plan provisions
- monitoring the financial status of pensions and benefits plans
- leveraging technologies
- streamlining administrative processes
- aligning plans and services more effectively with the Government of Canada's priorities and industry best practices

The sector also negotiates with bargaining agents and key stakeholders on changes to benefit plans through various boards and committees to ensure that terms and conditions of employment are comparable and sustainable.

In addition, the sector manages stakeholder relations with respect to the plans and provides information to members on plan benefits and plan changes.

Program official

Assistant Deputy Minister, Pensions and Benefits Sector

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

Agreements, briefing materials, information notices, contracts, correspondence, plan documents, decisions, policy instruments, charging guidelines, request for expressions of interest, requests for proposals, forms, guides, memoranda, presentations and reports, terms of reference for governance committees and boards.

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

Agreements, briefing materials, information notices, contracts, correspondence, decisions, policy instruments, forms, guides, memoranda, presentations, plan documents, terms of reference for the Public Service Dental Care Plan and Pensioner's Dental Service Plan Boards.

Record number: TBS GW 502

Employee Wellness Support Program

Description: The Employee Wellness Support Program (EWSP) (formerly referred to as the Workplace Wellness and Productivity Strategy) is an initiative led by TBS to modernize the federal government's short-term sick leave and disability management system by developing a program proposal to replace its current approach. With key partners, TBS is working to design

a fair, more effective and sustainable disability management system for the participating federal public service that will promote employee wellness and productivity, and focus on prevention, support and return to work.

Document types

Memoranda of agreements, EWSP Plan document, briefing material, correspondence, communication products, decisions, legal assessments, memoranda, plans, policies, presentations, research.

Record number: TBS PM 225

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

Agreements, briefing materials, information notices, correspondence, decisions, policy instruments, forms, guides, regulations, legislation, memoranda, presentations, reports, *Funding Policy for the Public Sector Pension Plans*, Terms of Reference for the Public Service Pension Advisory Committee, Asset Liability Committee.

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*
- *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:

- Incumbent System
- Electronic Data Processing (EDP) Statistical Systems bank (PSC PCE 761) held by the Public Service Commission of Canada
- Public Service Pensions Data Bank (PWGSC PCE 702) held by Public Services and Procurement Canada
- Pension File (DND PPE 859) held by National Defence

- 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."

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:

- Incumbent System
- EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission of Canada
- Public Service Pensions Data Bank (PWGSC PCE 702) held by Public Services and Procurement Canada
- Pension File (DND PPE 859) held by National Defence
- 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

3.4. People Management Systems and Processes

Program description

People Management Systems and Processes (PMSP) program supports the Chief Human Resources Officer of Canada who, as the business owner, is responsible for providing coordinated and strategic oversight for enterprise-wide human resources (HR) systems, processes, standards and controls. PMSP is currently executing the business owner functions in response to the Phoenix pay crisis and the NextGen Initiative which aims to replace Phoenix with the intent to ensure that a modern HR infrastructure is integrated with enterprise-wide systems.

Key areas of the program include:

- providing strategic direction for the development, implementation and maintenance of common HR systems and processes, standards and controls for the Government of Canada
- collaborating with partners to develop and operationalize the HR business frameworks and enable infrastructure
- supporting effective change management for key stakeholders
- monitoring compliance to ensure that people management tools and services meet the needs of the Government of Canada now and into the future
- maintaining important relationships with bargaining agents

The areas of focus for this program, as it pertains to fully operationalizing the business owner role, represent the long-term commitment that is critical to enabling world-class people management in the Government of Canada.

Program official

Assistant Deputy Minister, People Management Systems and Processes

Common Human Resources Business Process

Description: The Common Human Resources Business Process (CHRBP) is the standard for human resources service delivery across the Government of Canada. The CHRBP is the result of an extensive and ongoing collaboration with subject matter experts, across the public service, who define the common way of delivering human resources services. All the major processes and activities meet business objectives and policy requirements within the seven areas of human resources management and are mapped and documented. The business processes are highly integrated and their value stems from the linkages found between and across all process areas.

Document types

Process maps and documentation on the CHRBP website, process areas include:

- 1.0 Human Resource Planning, Work and Organizational Design and Reporting,
- 2.0 Job and Position Management,
- 3.0 Staffing and Employee Integration,
- 4.0 Total Compensation (Pay Centre Clients and Non-Pay Centre Clients),
- 5.0 Employee Performance, Learning, Development and Recognition,
- 6.0 Permanent and Temporary Separation,
- 7.0 Workplace Management, departmental letters of intent committing departments to implement the CHRBP.

Record number: TBS PM 276

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, 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 Public Service Performance Management Application (PSPM App). To access the PSPM App, use a public key infrastructure 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*.

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, TBS systems administrators and Shared Services Canada systems administrators, as part of their duties to support the PSPM App. Personal information provided for registration is validated by technological means through data matching with personal information found in the Phoenix Pay System of Public Services and Procurement Canada; 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

TBS registration: 20140006

Bank number: TBS PCE 754

3.5. Research, Planning and Renewal

Program description

The Research, Planning and Renewal (RPR) program leads research and experimentation of innovative practices across the public service to manage people effectively in preparation for the future of work. It is responsible for the collection, consolidation and reporting on data analytics for administrative and performance data and surveys related to people management. In addition, it oversees the design and ongoing development of the people management indicators of the Management Accountability Framework, carries out the analysis and assessment of performance of participating departments and agencies as illustrated by results on these indicators, and formulates management priorities, based on this analysis, to deputy heads to support people management excellence in their organizations.

The program aligns its analysis on people management with the strategic outcomes and government-wide objectives of maintaining an agile, equipped and inclusive public service. RPR supports foresight capacity and establishes key partnerships to further research within and outside government on the key people management issues.

The program contributes to evidence-based decision-making by leading the development of an enterprise-wide strategy for managing data on human resources. The program also enables government-wide leadership on strategic planning for workforce management to build capability for the future of work and excellence in managing people.

The program provides a central service to Office of the Chief Human Resources Officer sectors in order to strengthen people management planning, strategy and governance.

Program official

Assistant Deputy Minister, Research, Planning and Renewal

Information Management

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

Document types

Personnel Management Information System – Employee Benefits Statements, Entitlements and Deductions System, Personnel Data System, Official Languages Information System, System for Human Resources Monitoring, Incumbent System – development, maintenance and operations, mobility subsystem, related activities – Extra Duty Reporting System, Leave Reporting System, Leave Without Pay System, Mobility File, Population Affiliation System, Position and Classification Information System, Position Exclusion System, Workforce Adjustment Monitoring System, Information Management, Employment Equity Data Bank, Public Service Employee Survey results, Student Exit Survey results, people management component of the Management Accountability Framework departmental reports.

Record number: TBS PM 236

Position and Classification Information System

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 Act*. The position record contains the personal record identifier. Also included is information concerning position classification data, Official Languages Information System and Position Information Collection System.

Class of individuals: All current employees for whom Treasury Board is classed as the employer under the *Federal Public Sector Labour Relations Act*, departments named in Schedules 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 *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Office of the Chief Human Resources Officer (OCHRO), maintains personnel information systems on public service employees. OCHRO and TBS 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 TBS, 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
- EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission
- departmental personnel information systems

All linkages for the purpose of administering human resources and compensation plans comply 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

Employment Equity Data Bank

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 groups (women, Indigenous peoples, persons with disabilities and members of visible minorities). The bank contains data extracted from the Government of Canada's self-identification paper questionnaire and departmental electronic versions. In particular, the bank contains the personal record identifier and data indicating that an individual is a member of one or more designated groups. For an individual who does not have access to their electronic self-identification information in the departmental Human Resources Management System, they can request access to their self-identification information via a written request, including their full name and personal record identifier to their human resources branch.

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*. TBS (Office of the Chief Human Resources Officer) maintains personnel information systems on public service employees. This bank is the primary source of data for TBS 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 provides quantitative data according to the employer's obligations under the *Employment Equity Act*. It is used to analyze and monitor the progress of designated groups, compared with non-employment equity group members, in terms of numbers and regional and

occupational distribution. This data is published yearly in the government of Canada Employment Equity Annual Report. The bank is also used to respond to requests for information and to conduct research or special studies as these relate to personnel information and access to information and privacy requests.

Consistent uses: Information is used by TBS and may be provided to other federal departments or agencies, and a snapshot is released to parliamentarians and the public every year. 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
- human resource data files of the Public Service Commission
- Quarterly Statistics File
- Appointment Information Management System
- Priority Administration System
- Analytical Environment Systems (PSC PCE 761)
- Applicant Profiles, Applications and Referrals System (PSC PPU 015)

All linkages for the purpose of administering human resources and compensation plans comply 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 numbers: 93/031 and 94/004

Related record number: TBS PM 250

TBS registration: 003560

Bank number: TBS PCE 739

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, such as 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 *Federal Public Sector Labour Relations Act*. Also included are some of the employees employed by the separate employers identified in the *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Canada Public Service Agency maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for the Agency and TBS 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 TBS, 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
- Mobility File
- Leave Without Pay System
- Training and Development Information System
- Public Service Pay System
- Executive and Management Compensation System
- 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 comply 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, 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 *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, 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 TBS 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 TBS, 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
- 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 comply 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: TBS PCE 747

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 *Federal Public Sector Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Agency and TBS 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 TBS, 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
- Public Service Pay System
- Executive and Management Compensation System
- 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 comply 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 numbers: 93/031 and 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 leaves taken by individuals.

Class of individuals: All current employees for whom Treasury Board is classed as the employer under the *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of leave data for Agency and TBS 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 TBS, 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
- Public Service Pay System
- Executive and Management Compensation System
- 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 comply 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 *Federal Public Sector Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of leave-without-pay data for Agency and TBS 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 TBS, 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
- Public Service Pay System
- Executive and Management Compensation System
- 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 comply 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. Since the release of Phoenix in April 2016, the mobility file contains only the termination data. 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 *Federal Public Sector Labour Relations Act*. Also included are some of the employees employed by the separate employers identified under the *Federal Public Sector Labour Relations Act*.

Purpose: Personnel management information is collected under the authorities and obligations described in the *Financial Administration Act* (FAA) and the *Federal Public Sector Labour Relations Act* (FPSLRA). Pursuant to the general powers described under the FAA and the FPSLRA, the Agency maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Agency and TBS 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 TBS, 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
- Public Service Pay System
- Executive and Management Compensation
- 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 comply 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

Leave Without Pay System Workforce Adjustment Monitoring 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." This bank uses information that has been extracted from data submitted for three other

systems, such as the Public Service Pay System, the Priority Administration System 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 FPSLRA, Schedule 1, Part 1; who have been affected by the *Work Force Adjustment 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 Work Force Adjustment Monitoring system has been developed for the related policy groups in the Agency and TBS. 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

Government-Wide People Management Strategy

Description: Information related to the policy, programs and strategies supporting government-wide people management strategy and 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.

Record number: TBS PM 219

Planning and Governance

Description: The OCHRO Planning and Governance Secretariat is responsible for integrated strategic planning, reporting and internal governance of OCHRO, as well as internal transformation initiatives.

Document types

Integrated business plans, departmental plans and reports (employer component), performance information profiles, project plans and documentation, internal governance committee terms of reference, agendas and records of decision.

Record number: TBS PM 205

Educational Leave / Co-op Replacement Program

Description: This bank contains personal information such as name, address, telephone number, social insurance number, classification, department, employment and educational history, resumé, 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

Experimentation and Research

Description: Research and experimentation are key pillars for the modernization of the public service and the innovations that will drive it. People management-focused research projects and experiments, with widely variable scopes and objectives, will yield qualitative and quantitative data and information and insights. These will be used by partners, within TBS and outside of it, for evidence-based decision-making.

Document types

Action plan, action request, agenda, backgrounder, briefing notes, business case, checklist, comments, contact list, correspondence, dashboard, dataset, factsheet, form, framework, guide, invitation, legal opinion, list, minutes, notes, plan, policy, presentation, procedure, project material, proposal, questions and answers, questionnaire, rationale, recommendations, records of decision, report, request, review, routing slip,

speaking notes, statistics, strategy, summary, tables, template, terms of reference, tool, tracker, training material.

Record number: TBS PM 207

3.6. Claims Office

Program description

The Claims Office falls under the Corporate Services Sector of TBS, which provides support in the areas of financial management, security, information management and technology, facilities and material management.

Program official

Assistant Secretary of Corporate Services Sector

Service Design and Delivery

Description: The Claims Office is responsible for the Government of Canada-wide claims processes and claims processes under the memoranda of agreement entered into between the Government of Canada and various bargaining agents related to the damages caused by the implementation of the Phoenix pay system. Its role is to ensure the expeditious and consistent assessment of claims from current and former federal public servants who have incurred additional financial expenses or experienced severe personal or financial hardships because of inaccurate or incomplete pay resulting from the implementation of the Phoenix pay system.

This is done by:

- providing general compensation for former employees (Tier 1b)
- processing claims under the government-wide initiative (which includes payment of out-of-pocket expenses, advance on social

benefits and reimbursement of tax advice)

- providing damages for financial costs and lost investment income (Tier 2)
- providing damages for severe impacts and other demonstrable cases (Tier 3)

Through this work, the Claims Office seeks to settle current and potential grievances and fulfill the Government of Canada's objective to make those individuals impacted by the Phoenix pay system whole.

Document types

Agreements, including memoranda of agreement and agreements between stakeholders, reports, business cases, terms of references, performance data and corporate reporting, job descriptions, statements of work, career progression frameworks, procurement initiation and evaluation documents, communications including social media, web pages, and planned and past outreach materials, strategic advice, analysis and feedback on agreements, security and privacy compliance artefacts and system performance logs, standards of timeliness.

Record number: TBS PM 399

Claims and Compensation for Damages Related to the Phoenix Pay System

Description: This bank describes information related to the programs and activities that establish and administer compensation to current and former employees, as well as representatives of deceased or incapacitated employees, who have submitted a claim for financial and non-financial damages due to issues with their pay caused by the Phoenix Pay System. Personal information is collected under the authority of the *Financial Administration Act* and the *Income Tax Act*. Personal information may include name, contact information, biographical information, date of birth, date of

death, social insurance number (SIN), employee identification number (such as, personal record identifier), employee personnel information, financial and pay information (for example, details on expenses, interest and penalties incurred as well as foregone interest, lost investments/capital gains and lost government benefits as a result of Phoenix pay issues).

The information is either collected directly by TBS or may be provided by a government department or agency on behalf of the claimant. Authority for the collection and use of the SIN by TBS was sought and obtained for the purposes of issuing T4s/RL-1s to claimants, in keeping with requirements under the *Income Tax Act*.

Class of individuals: Current and former federal public servants (or their representatives) to which the Phoenix claims damages agreement applies.

Purpose: Personal information is used to verify eligibility and administer compensation to current and former employees, as well as representatives of deceased or incapacitated employees who have submitted a claim for financial and non-financial damages due to issues with the Phoenix Pay System. The information collected is combined with pay information contained within a TBS pay information database in order to calculate payments. Personal information submitted and combined with other pay information will be provided to the employee's home department or their last federal department for former or deceased employees in order to issue payment.

Consistent uses: Information is collected from and shared with Public Services and Procurement Canada and the employee's last department or agency in order to provide payment information and process payouts as a result of a claim for damages (refer to Public Service Compensation System – PWGSC PCE 705; Pay and Benefits – PSE 904; Employee Personnel Record – PSE 901; Accounts Payable PSU 931). Information, including the SIN, is

disclosed to the Canada Revenue Agency (refer to Individual Returns and Payment Processing – CRA PPU 005) and the Province of Quebec (if applicable) for taxation purposes. Information may also be used or disclosed for program evaluation and reporting purposes.

Retention and disposal standards: The Claims Office operates under a number of legal authorities, each with their own minimum retention and disposition requirements. Requirements for claims retention and disposition are further complicated by terms of the agreements that state that claims can be made at any time in the future, yet a claimant may only make a claim once under each sub-clause.

For this reason, the information collected and used through the claims process has been separated into six types:

- **Claim Tombstone Data:** the basic information about a claim, such as claimant identity (name, personal record identifier), date of claim, claim type, claim outcome, payment made, payment denied, source deductions, net payment. Total retention will be until all claim types actioned plus 10 years.
- **Claims Supporting Data:** the information supporting the claim analysis and the claim analysis itself, including any comments made by the review committee and/or subject matter expert. Total retention will be until all claim types are closed plus 10 years.
- **Claims Payment Data:** all information documenting payment of the claim, processing of remittances and appropriation transfers. Total retention will be until all claim types are closed plus 10 years.
- **Payment Supporting Data:** all information related to financial controls associated with payments. Total retention will be until all claim types are closed plus 10 years.

- Other Claim Administration Data: Other administrative data related to processing of the claim. Retention will be until the claim type is closed plus two years.
- Other Claim Payment/Tax Data: other information specifically related to claimant payments and taxes (for example, gross to net calculation, tax slips, remittance information). Retention will be until the claim type is closed plus six years.

RDA number: 2015/001

Related record number: TBS PM 236

TBS registration: 20210025

Bank number: TBS PCE 742

4. Core Responsibility: Regulatory Oversight

Develop and oversee policies to promote good regulatory practices, review proposed regulations to ensure that they adhere to the requirements of government policy, and advance regulatory cooperation across jurisdictions.

4.1. Regulatory Policy, Oversight, and Cooperation

Program description

TBS supports Treasury Board ministers in their role as a committee of the King's Privy Council for Canada by providing advice on regulatory and order-in-council matters. The Regulatory Policy, Oversight and Cooperation program provides leadership and management of the government's regulatory function, federal regulatory policy including the *Cabinet Directive on Regulation*, and regulatory reform agenda by:

- providing regulatory policy guidance to departments
- reviewing Governor in Council submissions

- providing central oversight, assessing and reporting on the regulatory system
- representing Canada in international and domestic regulatory policy for a
- coordinating efforts to foster regulatory alignment in key sectors between Canada and key trading partners
- negotiating regulatory provisions in trade agreements
- equipping regulators to support innovation and employ agile approaches (such as experimenting)
- leading targeted reviews of regulatory requirements in key sectors

Engaging stakeholders, such as the Canadian public, business, and other groups also plays an important role in the delivery of program objectives. External engagement is also done through the External Advisory Committee on Regulatory Competitiveness, which was formed to help ministers and regulators modernize Canada's regulatory system into one that further enables investment and catalyzes innovation.

Treasury Board ministers and federal departments and agencies are the primary clients of the program.

Program official

Assistant Secretary, Regulatory Affairs Sector

Regulatory Affairs Sector

Document types

Advice provided to Cabinet committees, advice relating to Governor in Council regulatory and order-in-council submissions, triage statements, Regulatory Impact Analysis Statements, *Cabinet Directive on Regulation*, regulatory policies and guidelines, annual report to Parliament, parliamentary standing committee appearances, *Red Tape Reduction Act*

reports, explanatory notes, supplementary notes, communications plans, draft regulations, briefing notes, summaries, memoranda, legal opinions, agendas, cost benefit analysis, benefits and costing spreadsheets, records of decision.

Record number: TBS MF 149

5. Core Responsibility: Internal Services

Internal Services are those groups of related activities and resources that the federal government considers to be services in support of programs and/or required to meet corporate obligations of an organization. Internal Services refer to the activities and resources of ten distinct services that support program delivery in the organization, regardless of the Internal Services delivery model in a department. These services are:

- Acquisition Management Services
- Communications Services
- Financial Management Services
- Human Resources Management Services
- Information Management Services
- Information Technology Services
- Legal Services
- Materiel Management Services
- Management and Oversight Services
- Real Property Management Services

5.1. Communications Services

Program description

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. These activities ensure that the public 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.

This Internal Services category refers to communications that are corporate in nature, affecting the entire department whether through internal communications to all employees or external communications on behalf of the department.

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

5.2. Financial Management Services

Program description

Financial management services involve activities undertaken in the department to ensure the prudent use and stewardship of financial resources in an effective, efficient and economic manner. Activities include planning, budgeting, accounting, costing, 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

5.3. Human Resources Management Services

Program description

Human resources management services include activities related to:

- supporting human resources planning and reporting
- reviewing, assessing and developing organizational design
- reviewing and assessing job descriptions and classifications
- supporting staffing processes
- collecting and processing employee information related to compensation, leave and transfers
- identifying and coordinating organization-wide training and learning requirements
- promoting values, ethics and employment equity
- managing employee recognition and awards programs
- addressing workplace management and labour relations
- developing and maintaining human resources information systems within the organization

- 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

5.4. Information Management Services

Program description

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.

Information management is the discipline that directs and supports effective and efficient management of information in an organization, from planning and systems development to disposal or long-term preservation.

- 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

5.5. Information Technology Services

Program description

Information technology services involve activities undertaken to achieve efficient and effective use of information technology (IT) to support government priorities and program delivery, to increase productivity and enhance services to the public. IT management activities includes planning, developing (or procuring), and operating IT computing, telecommunications, infrastructure and applications.

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

5.6. Legal Services

Program description

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. Activities include the provision of legal advisory, litigation and legislative services.

- Legal Services Class of Record

5.7. Management and Oversight Services

Program description

Management and Oversight Services involve activities undertaken to ensure that federal government service operations and programs comply with applicable laws, regulations, policies and plans. Activities include providing strategic direction, governance and corporate planning; allocating resources and taking investment decisions; and analyzing exposure to risk and determining appropriate countermeasures.

- 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

5.8. Materiel Management Services

Program description

Materiel management 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. Treasury Board's *Policy on Management of Materiel* defines materiel as "all movable assets, excluding money or records, acquired by His Majesty in right of Canada." Movable assets are tangible and include a broad range of goods such as equipment (office, information technology, telecommunications, scientific), furniture and furnishings, and larger goods (vehicles and ships). Most materiel expenditures are specific program expenditures. However, as an Internal Services category, materiel management services include the expenditures from policy and administrative support for those who manage and dispose of materiel throughout the department.

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

5.9. Real Property Management Services

Program description

Real property management services involve activities undertaken to ensure that real property (such as, land, bridges and buildings) is managed in a sustainable and financially responsible manner throughout its life cycle to support the cost-effective and efficient delivery of government programs. Most federal real property services are captured under specific program expenditures.

As an Internal Services category, real property management services are limited to those expenditures associated with office accommodations that are not funded by Public Services and Procurement Canada, as well as expenditures for real property services. Also included in this category are the expenditures of any full-time equivalents that provide real property policy advice to real property practitioners throughout the department.

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

5.10. Acquisition Management Services

Program description

Acquisition management services involve activities undertaken to support the acquisition of goods, services or construction services identified as necessary for a department to fulfill its ongoing mandate and purpose. These activities include processing, monitoring and reporting, developing and implementing departmental policies and procedures, and activities that support the sound management of procurement contracts.

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

5.11. 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. Additional information

► In this section

Manuals

- [Access to Information Manual](#)
- [Federal Identity Program Manual](#)
- [Financial Information Strategy Accounting Manual](#)
- [Treasury Board Manual, 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.

Contact information

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 TBS ATIP Office at: 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, 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. 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.

Note: Strategic Communications and Ministerial Affairs is responsible for processing requests received under the *Access to Information Act* and *Privacy Act* only for records held by TBS.

For additional information about the programs and activities of TBS, 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

Website: 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 TBS can be obtained informally. A [list of completed request summaries](#) is available.

Privacy Impact Assessments

TBS 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 review material in person at TBS'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 call ahead to make an appointment.

Date modified:

2023-08-25