

Management Response and Action Plan
Audit of Values and Ethics
June 2013

Recommendations	Management Response and Planned Management Action	Deliverables	Expected Completion Date	Responsibility
<p>Recommendation 1</p> <p><i>It is recommended that the Assistant Deputy Minister, Corporate Services Branch develop, communicate and facilitate the implementation of a multi-tier conflict of interest review process consisting of multiple steps of analysis and approvals.</i></p>	<p>Management agrees with this recommendation.</p> <p>The Labour Relations unit will establish a conflict of interest review process to thoroughly research and analyse conflict of interest (COI) submissions, including complex and/or high-profile cases of real, potential and/or apparent conflict of interest.</p>	<p>Develop COI review process and present to the Public Health Agency of Canada (the Agency) Executive Committee</p>	<p>October 2013</p>	<p>Assistant Deputy Minister (ADM)-Corporate Services Branch (CSB)</p>
	<p>The Human Resource Services Directorate will disseminate a series of communiqués and tools to raise awareness regarding the <i>Values and Ethics Code</i> and conflict of interest obligations as public servants.</p>	<p>Values and Ethics (V&E) and COI communiqués and tools distributed</p>	<p>March 2014</p>	<p>ADM-CSB</p>

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<p>Recommendation 2</p> <p><i>It is recommended that the Assistant Deputy Minister, Corporate Services Branch develop, communicate and facilitate the implementation of a values and ethics strategic plan to include objectives, priorities, expected results and timelines.</i></p>	<p>Management agrees with this recommendation.</p> <p>Key priorities for 2013-14 have been identified in the Corporate Services Branch operational plan. A values and ethics strategic plan for 2013-16 will be developed with input from senior management and key stakeholders. This will guide development of operational plan priorities for the coming years. The values and ethics strategic plan and key priorities will be communicated to senior management.</p>	<p>Develop a V&E Strategic Plan</p>	<p>October 2013</p>	<p>ADM-CSB</p>
		<p>Presentations to the Agency Executive Committee and the Partnership Executive Committee</p>	<p>December 2013</p>	<p>ADM-CSB</p>

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<p>Recommendation 3</p> <p><i>It is recommended that the Assistant Deputy Minister, Corporate Services Branch develop, communicate and facilitate the implementation of a values and ethics operational plan to include:</i></p> <ul style="list-style-type: none"> ▪ <i>objectives, activities, resources and timelines;</i> ▪ <i>a risk management strategy to identify, assess, address and report on ethics-related strategic and operational risks;</i> ▪ <i>a monitoring and reporting strategy, including conflict of interest, in relation to program deliverables; and</i> ▪ <i>a performance measurement strategy and performance indicators to assess the</i> 	<p>Management agrees with this recommendation.</p> <p>Values and Ethics priorities will continue to be integrated into Corporate Services Branch operational plan and be guided by the multi-year strategic plan. The operational plan includes objectives, specific activities, timelines and expected results.</p>	<p>Key Priorities developed and implemented for V&E and COI</p>	<p>March 2014</p>	<p>ADM-CSB</p>
	<p>Values and ethics will be integrated into the 2014-15 branch planning process for risks and the organizational Corporate Risk Profile.</p>	<p>A V&E toolkit for ADMs to assess, mitigate and report on values and ethics risks in their respective branch</p>	<p>March 2014</p>	<p>ADM-CSB</p>

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<i>achievement of expected outcomes and program effectiveness.</i>	Ongoing monitoring and reporting of values and ethics risks, issues, opportunities and areas of improvement will continue as part of the Corporate Services Branch Operational Plan and Management Accountability Framework instrument.	Key activities for V&E and COI are incorporated into the 2013-2014 CSB Operational Plan for risks	March 2014	ADM-CSB
	Performance indicators will be developed and will need to be assessed and integrated into the Corporate Services Branch Operational Plan.	Semi-Annual V&E Reports presented to Executive Committee and Departmental Audit Committee Review the V&E Strategic Plan and the Key Priorities for 2013-14 to ascertain if performance	October 2013 and April 2014 March 2014	ADM-CSB ADM-CSB

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		indicators are effectively integrated into each planning instrument		