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**Management Response and Action Plan (MRAP)  
Audit of the Treasury Board Submission Process  
June 2011**

Recommendations	Management Response and Planned Actions	Deliverables	Expected Completion Date	Responsibility
<p>1. <i>It is recommended that the Assistant Deputy Minister, Chief Financial Officer Branch develop a departmental Treasury Board Submission Policy to support implementation of the Treasury Board Submission Guide and the Health Canada Submission Guidelines.</i></p>	<p>Management agrees with this recommendation.</p> <p>The Chief Financial Officer Branch will develop a departmental policy on Treasury Board submissions following the planned revision of the Treasury Board Guide, expected over summer 2011, and the annual update of the Health Canada Guidelines in December 2011.</p>	<p>New departmental policy on Treasury Board Submissions</p>	<p>March 2012</p>	<p>Director, Departmental Resource Management Directorate</p>

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<b>Recommendations</b>	<b>Management Response and Planned Actions</b>	<b>Deliverables</b>	<b>Expected Completion Date</b>	<b>Responsibility</b>
	<p>The Health Canada Guidelines will be updated to incorporate the audit recommendations and, where deemed appropriate, will incorporate observations outlined in the audit report, such as providing instructions on managing protected Treasury Board Submission information.</p>	<p>Update of the Health Canada Submission guidelines</p>	<p>December 2011</p>	

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<p><i>2. It is recommended that the Assistant Deputy Minister, Chief Financial Officer Branch develop a risk profile and mitigating strategy to identify and communicate risks associated with the Treasury Board submission process.</i></p>	<p>Management agrees with this recommendation.</p> <p>Chief Financial Officer Branch will identify common risks encountered in the Treasury Board submission process and develop a risk profile and associated mitigation strategy for communication to stakeholders in support of the development of Treasury Board submissions.</p>	<p>Risk profile and associated mitigation strategies</p>	<p>November 2011</p>	<p>Director, Departmental Resource Management Directorate</p>
	<p>The risk profile will be developed, updated annually where necessary, and attached to the Health Canada Submission Guidelines.</p>	<p>An update of the Health Canada Submission guidelines</p>	<p>December 2011</p>	

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<p><i>3. It is recommended that the Assistant Deputy Minister, Chief Financial Officer Branch, as part of the implementation of the new Treasury Board Project Management Policy, review project complexity risk assessments to identify Treasury Board submission requirements for project approval.</i></p>	<p>Management agrees with this recommendation.</p> <p>Chief Financial Officer Branch has commenced the review and will continue the practice as the Department moves forward with the implementation of the new project management policy.</p>	<p>Review of project complexity risk assessments</p>	<p>March 2011</p>	<p>Director, Departmental Resource Management Directorate</p>
	<p>Chief Financial Officer Branch will also provide an explanation of the new project approval requirement in the Health Canada Submission Guidelines.</p>	<p>An update of the Health Canada submission guidelines</p>	<p>December 2011</p>	

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<p>4. <i>It is recommended that the Assistant Deputy Minister, Chief Financial Officer Branch, include the privacy function in the regular review of all Health Canada submissions to identify the potential requirement for a privacy impact assessment.</i></p>	<p>Management agrees with this recommendation.</p> <p>Chief Financial Officer Branch will implement the requirement for inclusion of the Access to Information and Privacy Office of Corporate Services Branch in the regular review of all Health Canada Treasury Board submissions.</p>	<p>ATIP review</p>	<p>April 2011</p>	<p>Director, Departmental Resource Management Directorate</p>
	<p>Chief Financial Officer Branch will make a special, immediate revision to the Health Canada Submission Guidelines to reflect the requirement for such review.</p>	<p>An immediate update of the Health Canada submission guidelines</p>	<p>May 2011</p>	