

# Accessibility Action Plan Progress Report

December 2023

## General

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The Secretariat of the National Security and Intelligence Committee of Parliamentarians (Secretariat) developed its Accessibility Action Plan in 2022 pursuant to the *Accessible Canada Act* (ACA). The Secretariat committed to ensuring that barriers to accessibility within its responsibility and control are identified and addressed.

This progress report provides a summary of the progress made in implementing the Accessibility Plan in the first year of its operation.

The Manager, Internal and Administrative Services of the Secretariat is designated to receive feedback on barriers and the organization's accessibility plans. You can submit feedback and request copies of the accessibility plan, progress report and feedback process description in an alternate version by:

- Email: [generalinquiries-renseignementsgeneraux@nsicop-cpsnr.gc.ca](mailto:generalinquiries-renseignementsgeneraux@nsicop-cpsnr.gc.ca)
- Telephone: (613) 948-4239
- Mail: P.O. Box 8015, Station T, Ottawa, Ontario, K1G 5A6

You can provide contact information or submit feedback anonymously. The Secretariat will acknowledge receipt in the same manner in which the feedback was received and respond directly to feedback if contact information is provided, unless it was received anonymously.

## Employment

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The Secretariat is comprised of ten full-time equivalents with diverse backgrounds, professional experiences and competencies and an appropriate mix of research and

analytical skills. It is committed to providing persons with disabilities equal and equitable opportunities to participate in its work.

Over the year 2023, the Secretariat:

- Continued to support employees in requests for specialized equipment and accommodations;
- Ensured that equity and inclusion considerations are included in human resources processes, including offering accommodation at the assessment stage and considering recourse to applicable inventories and programs.

## The Built Environment

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The Secretariat's workplace exists as one contiguous office space in a portion of one floor of a base-building entirely leased by the Government of Canada. Neither the building nor the office space are accessible to the public. Due to the Secretariat's small size, it does not receive Public Service Employee Survey results, including those relating to the feedback of employees regarding the physical environment.

No accessibility issues in the built environment have been reported to date. This notwithstanding, work to identify barriers and solutions to accessibility in the built environment, and in particular the Secretariat's dedicated office space, is ongoing.

## Information and Communication Technologies (ICT)

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The Secretariat does not procure its own ICT products and services. Secretariat employees perform the majority of their information technology-enabled functions using Canada's Top Secret Network, which is managed by the Communications Security Establishment. The Secretariat cannot modify its features or functions.

## Communication

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The Secretariat prepares both internal and external communications materials. The Secretariat's Government of Canada public-facing website conforms to the Treasury Board Standard on Web Accessibility. The Secretariat's published content is in HTML format and alternate formats are available by request, including print copies. Other options may be available in the future. The Secretariat also manages NSICOP's public-facing website.

In 2023, the department:

- Reviewed reports and external communications prior to publication to ensure, to the extent possible, the use of plain language.
- Reviewed all Committee reports published since its inception to implement accessibility standards and features while respecting security constraints .

## Procurement

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The Secretariat is supported in its internal services, including procurement, by the Privy Council Office, with whom it has a Memorandum of Understanding for that purpose. That organization reports separately on its accessibility commitments, including in the area of procurement.

## Design and delivery of programs and services

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The Secretariat does not provide direct services or programs.

## Transportation

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The Secretariat is not involved in any transportation activities.

## Consultations

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Due to the small size of the Secretariat, the Privy Council Office, which provides many of the Secretariat's internal services pursuant to a Memorandum of Understanding, shared its initial internal consultations.

In 2023, the Secretariat began collaborating with other small departments in the security and intelligence realm to determine how best to jointly leverage consultation with external subject matter advisors, given our small sizes.

## Feedback

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The Secretariat did not receive any feedback during the reporting period.