



**DEPARTMENT OF JUSTICE
CANADA
MINISTÈRE DE LA JUSTICE
CANADA**

Corporate Administration Service Branch (CASB)

Retreat Planning Day

June 22, 2015

Presented by Jean LeClair, Director General



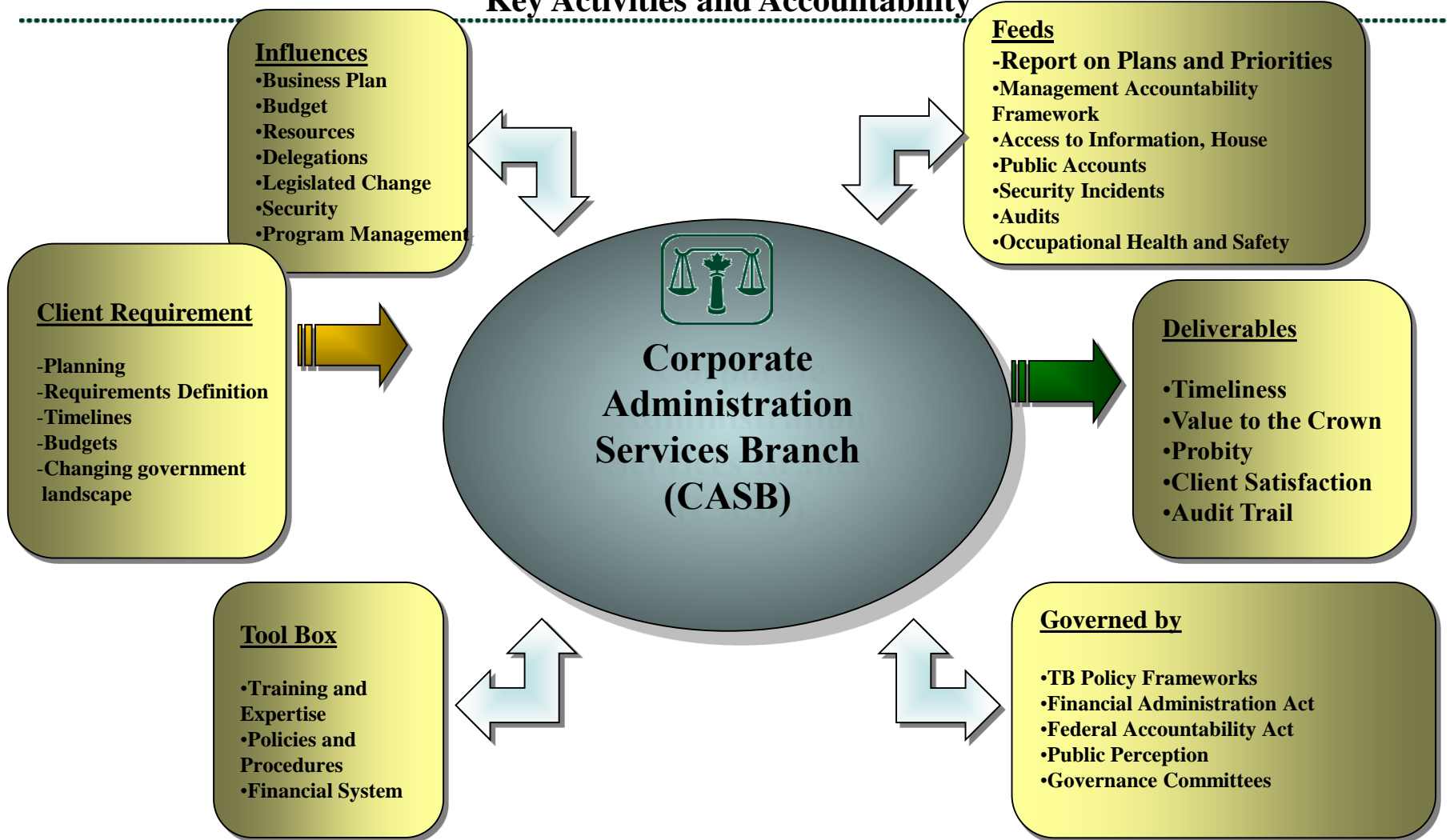


CASB Mandate

- To provide functional advice, guidance, interpretation of policies, rules and regulations to departmental employees on matters related to:
 - Accommodations Management,
 - Business Management Centre,
 - Executive Support Services,
 - Security and Safety Management. and
 - Program Evaluation



Corporate Services Key Activities and Accountability





Business Centre Priorities

- Implement required business management changes in support of Management Sector re-structuring.
- Develop and implement a new streamlined Sector staffing process and ensure that staffing plans are in line with allocated budgets.
- Work with senior sector management to develop and implement an extended sector management team consultation process to enhance engagement and improve communications across the Sector.



Security and Safety Management Priorities

- Establish a consolidated Business Continuity Plan through the business impact analysis project and review of the individual plans now being updated in response to the audit findings.
- Staff core positions on a permanent basis. This includes Managers, Occupational Safety and Health Officer, and Fire Safety and Building Emergency Officer.
- Update the Departmental Security Plan.



Program Evaluation Priorities

- Capture and share learnings from evaluation processes, to inform future evaluation planning and implementation and evolve best practices.
- Identify opportunities for knowledge exchange on evaluation results and best practices within and across the Department.
- Staffing and succession planning.



Budget

Corporate Administration Services Branch Budget Fiscal Year 2015-2016

	Salary	Operations and Maintenance	Total	Comments
Director General's Office	250,000	45,000	295,000	
Accommodations Management Division	750,000	7,065,000	7,815,000	Includes Projects
Business Centre Management	400,000	65,000	465,000	
Executive Management Services	350,000	25,000	375,000	
Security and Safety Management	800,000	180,000	980,000	Includes Projects
Program Evaluation	600,000	60,000	660,000	





Next Steps -

- Hold an all staff meeting to discuss priorities
- Seek ways to reduce costs by improving efficiencies
- Develop service level standards for all functions
- Create a staffing and retention plan
- Support the Deputy Minister in Blueprint 2020 activities
- Embrace electronic document exchange