

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

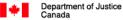






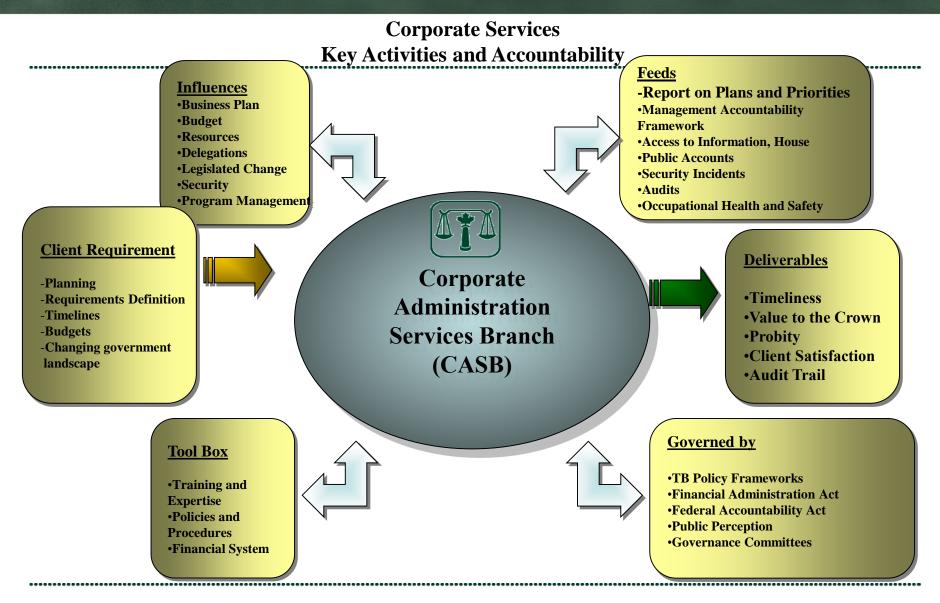
CASB Mandate

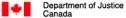
- To provide functional advice, guidance, interpretation of policies, rules and regulations to departmental employees on matters related to:
 - Accommodations Management,
 - Business Management Centre,
 - Executive Support Services,
 - Security and Safety Management. and
 - Program Evaluation







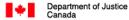






Accommodations Management Priorities

- Engaging a broader base of stakeholders in pursuing a more integrated approach to the Workplace 2.0 standard.
- Instituting project management best practices that will contribute to more efficient and effective service delivery.
- Moving organization from one that excels at short term (tactical) service delivery to one that has a longer-term (strategic) perspective.







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.



Executive Support Service Priorities

- Support Executive outreach by planning, organizing and executing a number of events throughout the year and implementing a Department-wide electronic Town Hall meeting.
- Effective coordination and secretariat support to Committees chaired by senior management.
- Provide recommendations on changes to operations of the decision making structures of the Department





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.

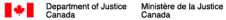






Budget

| 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 | |
| Accommondations 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

