

Template Instructions for Departmental Performance Reports

The following set of templates is designed to assist departments in the preparation of their Departmental Performance Reports (DPR).

In order to download these templates into MSWord or WordPerfect, simply select the appropriate format and save the document in either MSWord or WordPerfect.

Please insure your Show/Hide ¶ (in MS Word) or your Reveal Codes or Show ¶ (in Word Perfect) is on.

Inside cover – The Minister must sign this page, if the Minister has not signed his/her message. If the Minister has signed his/her message, delete the signature block at the bottom of the page.

Table of Contents – Once you have completed your document in:

MS Word	Word Perfect
Select – Insert Index and Tables;	Select – Tools and Reference;
Select – Table of Contents	Select – Table of Contents
Select – Options - If you wish to change the default setting, otherwise the table of contents will pick up headings 1, 2 and 3.	Select – Mark 1 and define the first heading to be generated in the table of contents. Select – Mark 2 and define the second heading to be generated in the table of contents. Select – Mark 3 and define the third heading to be generated in the table of contents.

Section I - Identification Page – Ignore this page. It is for identification purposes only.

Minister’s Message – This page will consist mostly of text, it does however provide a special area to insert a picture of the Minister. If a picture is not required, simply select the area and delete it.

Management Representation Statement – Type over the uppercased instructions asking for the fiscal year and department’s name. The Deputy Minister (or an equivalent) must sign this page.

Summary Information – This is displayed in table format. If the information cannot fit on a regular portrait 8 1/2 X 11 page, then landscape the section and adjust the columns accordingly:

- **Department’s Raison d’être** – Type in text. As appropriate, include the vision, mission, and/or mandate of the department, as well as an explanation as to why the department exists and how it benefits Canadians through its strategic outcomes;
- **Total financial resources** – Type total amounts in the appropriate boxes;

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- **Total human resources** – Type total amounts in the appropriate boxes;
- **Summary of performance in relationship to departmental strategic outcomes, priorities and commitments** – Insert information in columns 1 to 4 as per the 2004-05 RPP. Insert information in column 5 using the same allocation method used in the RPP for the estimation of planned spending for priorities. Apply it to the actual spending amounts. Insert the expected result(s) supporting each priority and/or commitment with an indication of whether the performance expectations have been met, not met, or exceeded. If there was a significant change to the department's plans, priorities, or commitments, it should be noted briefly. Additional details are to be provided in section II and in the financial tables.

Overall Departmental Performance is where departments are required to report on their overall performance for the most recently completed fiscal year. This should be reported according to priorities and commitments identified in the RPP for the corresponding fiscal year and as presented in the **Summary Information** table. In this section, the department must also:

- Indicate clearly if the departmental performance and the financial tables will be presented using the framework provided under the departmental strategic outcomes and Business Lines or if the department will be using its new PAA. In the latter case, departments are required to provide a crosswalk and explanations to demonstrate in a clear and concise manner the changes in their reporting structure (note: consistency must also be ensured in the financial tables);
- Explain the department's *operating environment* and *context* for the most recently completed fiscal year (see the preparation guide for further explanations); and
- Include a discussion on how departmental strategic outcomes are aligned with Government of Canada outcomes found in Canada's Performance (see the preparation guide for further explanations).

Section II - Identification Page –Ignore this page. It is for identification purposes only.

Analysis of Performance by Strategic Outcome

This section is designed to provide detailed performance information against the plans and priorities set out in the RPP and as they relate to the department's strategic outcomes. This subsection should be consistent with elements presented in the **Summary Information** table.

Template Instructions for Departmental Performance Reports

1. For organizations reporting according to their Strategic Outcomes and Business Lines:

Provide a logic model for each strategic outcome to explain the key elements supporting the departmental performance. To facilitate the provision of this information, a template is provided. If you use it, modify the template as necessary to meet the reporting needs of your organization. Repeat it for each strategic outcome. Complete the section with additional text to support the information presented in the template.

The template includes:

a) Identifying the strategic outcome, including:

- A description of the strategic outcome
- Overall resource allocations (planned spending, total authorities, actual spending and associated FTEs)
- Related expected results (incl. intermediate and immediate outcomes) and their related resources.
- Related plans, priorities and commitments (incl. related resources, when available)
- Key programs or services contributing to the strategic outcome with indications of results achieved (incl. related resources, measures used and targets), lessons learned and strategies to be used for producing better results in the future. Both positive and negative aspects of performance should be reported.

2. For organization reporting according to their Strategic Outcomes and new PAA:

Departments reporting performance according to their new PAA are required to provide a crosswalk and explanations to demonstrate in a clear and concise manner the changes in their reporting structure as these apply to their strategic outcomes, RPP commitments and Business Lines used for previous reporting in 2004–2005. (If necessary, it will be important to repeat this information in Section III of the DPR to ensure consistency with financial information displayed in the 2004–2005 Estimates and Public Accounts).

The instructions provided below are designed to allow departments to report against their new PAAs and include:

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- a) Identifying all **strategic outcomes**;
- b) Under each strategic outcome, identify all **program activities**; and
- c) Under each program activity, if applicable, identify all **key programs or services**.

For **each program activity** provide:

- A description;
- Financial and human resources (including planned spending, total authorities and actual spending);
- Expected results and results achieved (including explanations of how they supported the related priorities and/or commitments and progress towards the strategic outcomes; use the performance indicators and targets identified in your MRRS; both positive and negative aspects of performance should be reported); and,
- Lessons learned and strategies to be used for producing better results in the future.

For **each key program or service** provide:

- A description;
- Financial resources;
- Expected results and results achieved (including explanations of how they supported the related priorities and/or commitments and progress towards the strategic outcomes; use the performance indicators and targets identified in your MRRS; both positive and negative aspects of performance should be reported); and
- Lessons learned and strategies to be used for producing better results in the future.
- When the financial amount for key programs and services does not add to the total program activity, departments are to provide a sentence to explain the balance. For example, “Other programs and services that contribute to this program activity total \$XX million; for further information on these programs and services, see Annex X.” Departments are to insert an annex and list by program activity all the other programs and services. If available, departments should also provide a web link for additional information.

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Section III – Supplementary Information – Simply ignore this page. It is for identification purposes only.

Organizational Information – Type in text and/or provide an organizational chart, which also identifies who is accountable at each level. Where appropriate, for major internal restructuring, departments are to provide a crosswalk from its previous structure to its new structure. If your organizational structure corresponds to your Business Lines structure or PAA, it should be indicated.

DPR Tables and Templates - Departments are to provide a brief explanation of any major differences immediately preceding the appropriate table.

Table 1: Comparison of Planned to Actual Spending (incl. FTE) – This table offers a comparison of the Main Estimates, Planned Spending, Total Authorities, and Actual Spending for the most recently completed fiscal year. It also provides historical figures for Actual Spending. If necessary, explain any negative or positive variances between the categories.

Table 2: Use of Resources by Business Lines (or Program Activities) – This table provides information on how resources are used for the most recently completed fiscal year. Once this table is completed, only the columns with content need to be displayed.

Table 3: Voted and Statutory Items - This table explains the way Parliament votes resources to the department and basically replicates the summary table listed in the Main Estimates. Resources are presented to Parliament in this format. Provide an explanation for any notable variances between the columns.

Table 4: Net Cost of Department - This table is designed to show the net cost of a department. The total net cost of department should match the net cost displayed in Table 1.

Table 5: Contingent Liabilities - This table is to explain any contingent liabilities that a department may have outstanding or that have changed in the past year. Disclosure of contingent liabilities should be in accordance with Treasury Board Accounting Standard 3.6—Contingencies. See http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/acstd/con-eve_e.asp.

Table 6: Loans, Investments and Advances (Non-Budgetary) - This table is designed to display all the loans, investments and advances for which a department is responsible.

Table 7: Sources of Respendable and Non-Respendable Revenue - For those departments that generate revenue, this table identifies the source(s) of respendable and non-respendable revenue at the business line (or program activity) level.

Table 8: Revolving Funds - This table explains the way the department uses revolving funds.

Table 9: Resource Requirements by Branch/Sector level - This table displays the department's resource requirements at the Branch or Sector level.

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Table 10: User Fees

- **Template 10–A – User Fees Act:** this template is offered such that departments may make use of an existing parliamentary vehicle to meet the reporting requirements of the *User Fees Act*. Departments are encouraged to be as comprehensive as possible and to respect the objective of transparency even in areas where complete adherence (due to lack of information) may not be possible at this time
- **Template 10–B – Policy on Service Standards for External Fees:** On November 29, 2004, Treasury Board ministers approved the *Policy on Service Standards for External Fees*. The Policy requires departments to report on the establishment of service standards for all external fees charged on a non-contractual basis. Although the Policy requires departmental reporting by the 2005–2006 DPR, some departments may be positioned to include information earlier and are encouraged to do so by using the template provided.

Table 11: Major Regulatory Initiatives – Departments that have carried out reforms to major or significant regulations that they administer, or that have introduced new regulations, must comment on the performance of those reforms. A template is provided to meet this requirement.

Table 12: Details on Project Spending -The purpose of this table is to identify departmental projects, capital, lease, information technology and Major Crown projects underway or completed during the reporting period, which exceed their delegated project approval level within the framework established in the government’s project management policy suite and to explain the allocation of resources.

Table 13: Status Report on Major Crown Projects - Major Crown Projects (MCP) have cost estimates that exceed \$100 million and that the Treasury board would assess as high risk. The Treasury Board may also direct that certain projects, with a total cost of less than \$100 million but considered to be high risk, be designated as a MCP. Projects exceeding \$100 million, but that have not been assessed as high risk or designated as a MCP, should not be included in this table. (This table is not intended to report project-like activities or initiatives funded through the Transfer Payment Policy). To create your table, use the seven reporting components identified in the guidelines (i.e. Description, Project Phase, Leading and Participating Departments and Agencies, Prime and Major Sub-Contractor, Major Milestones, Progress Report and Explanations of Variances, Industrial Benefits).

Table 14: Details on Transfer Payments Programs (TPPs) – Departments are required to report on the results of TPPs, or the progress made to date, against the planned results stated in the RPPs, for each TPP where total transfer payments exceed five million dollars for the reporting fiscal year. A template is included to provide this information.

Table 15: Conditional Grants - All departments responsible for administering conditional grant agreements must complete one template for each foundation, each year, for the duration of the funding agreement. A template is included to provide this information.

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Table 16: Financial Statements of Departmental Corporations and Agents of Parliament – Financial statements of departmental corporations and Agents of Parliament are to be included in the report.

Table 17: Response to Parliamentary Committees, Audits and Evaluations for FY2004–2005 - Departments are to provide a list of responses to Parliamentary Committee reports; recommendations made by the Auditor General; and internal or external audits and evaluations that pertain to the department's work for the fiscal year under review, along with a link or reference to more information. (As appropriate, departments should reference significant findings from their evaluation and audit reports in their DPR, as well as explaining their relationship to the departmental performance and the next course of action to improve departmental results).

Table 18: Sustainable Development Strategies (SDS) – A template is provided to help departments report progress against the commitments contained in their SDS. Departments may wish to present highlights of their achievements in the DPR and provide a reference to a more detailed progress report.

Table 19: Procurement and Contracting – A template is provided for departments required to report on procurement and contracting elements identified in the guidelines.

Table 20: Alternative Service Delivery –The purpose of this template is to display active or completed initiatives to deliver programs or services that contribute significantly to the achievement of a department's or agency's mandate using alternative organizational forms and delivery mechanisms.

Table 21: Service Improvement Initiative (SII) – Departments and agencies, which had been identified as having significant service delivery activities with Canadians under the SII, are required to use their DPRs to specify the activities, targets, and achievements that are moving the government toward the 10 per cent target. Also, as the SII sunsets in 2005, TBS is requesting that departments and agencies provide a progress report covering the five-year period of the initiative. Departments and agencies are to refer to the four key reporting elements identified in the guidelines (i.e. Programs and services covered by a service improvement plan; Development of baseline client satisfaction levels and progress toward achieving satisfaction targets; Service standards for all key public services; Main achievements in improving service).

Table 22: Horizontal Initiatives - A horizontal initiative template must be completed for all major horizontal initiatives that have been allocated federal funds that exceed \$100M for the entire initiative, or are key to the achievement of government priorities, or have a high public profile. The template(s) must be sent by e-mail to TBS. See the guidelines for more instructions. If a department's involvement in a horizontal initiative is key to the achievement of its strategic outcome(s), the department should reflect this in the main body of the DPR.

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Table 23: Travel Policies - All departments and agencies that have travel policies that differ from the TBS travel policies are required to include the provided templates in their DPRs. For other organizations, please include a brief statement in the templates indicating that your organization follows and uses TBS Travel policies parameters.

Table 24: Fuel Storage Tanks - Departments have the option of notifying the Minister of the Environment by April 30, 2005 of the status of their storage tanks **OR** their intention to report in the DPR.

Section IV – Supplementary Information –Ignore this page. It is for identification purposes only.

This section is designed to provide an area for departments to include additional items of interest that may not be covered in the DPR guidelines.

For example, if departments wish to address corporate services as an item of interest, we would recommend one or two pages be provided that cover the following:

- ▶ A description of corporate services (if appropriate, as per the BL or the PAA);
- ▶ Total corporate service actual spending;
- ▶ If appropriate, allocation of corporate services funding among the other program activities as displayed in the Main Estimates (based on the allocation model used in the ARLU);
- ▶ Sharing of corporate services functions with other departments;
- ▶ Any specific initiatives or areas that impact significantly on overall departmental performance (as discussed in Section I) and a clear explanation of how they are impacting them.

Enter Department's Name

Enter in year

Departmental Performance Report

Type in Minister's name
Type in Minister's title

Table of Contents

SECTION I – OVERVIEW

Minister's Message

Begin typing text.



Insert Picture

Management Representation Statement

I submit for tabling in Parliament, the INSERT YEAR Departmental Performance Report (DPR) for INSERT DEPARTMENT' NAME.

This document has been prepared based on the reporting principles contained in the Treasury Board of Canada Secretariat's *Guide for the preparation of 2004-2005 Departmental Performance Reports*:

- It adheres to the specific reporting requirements;
- It uses an approved Business Lines structure (**OR**, if appropriate replace with: It uses an approved Program Activity Architecture);
- It presents consistent, comprehensive, balanced and accurate information;
- It provides a basis of accountability for the results pursued or achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved numbers from the Estimates and the Public Accounts of Canada.

Name:

Title:

Summary Information

Department's Raison d'être – *Type in text. (As appropriate, include the vision, mission, and/or mandate of the department, as well as an explanation as to why the department exists and how it benefits Canadians through its strategic outcomes.)*

Total Financial Resources

Planned	Authorities	Actual
\$	\$	\$

Total Human Resources

Planned	Actual	Difference

Summary of Performance in Relationship to Departmental Strategic Outcomes, Priorities and Commitments

Strategic Outcomes	2004–2005 Priorities/ Commitments	Type	Planned Spending	Actual Spending	Expected Results and Current Status

Overall Departmental Performance

Type text.

NOTE: Departments reporting performance according to their new PAA are required to provide a crosswalk and explanations to demonstrate in a clear and concise manner the changes in their reporting structure as these apply to their strategic outcomes, RPP commitments and Business Lines used for previous reporting in 2004-05. An example is provided below for illustration purposes only. The department may wish to consider a different approach to accommodate their reporting needs.)

Example of crosswalk – for illustration purposes only:

2004-2005					
	Program Activity 1	Program Activity 2	Program Activity 3	Program Activity 4	Total
2004-2005 Priorities/Commitments	Type text.	Type text	Type text	Type text.	
Related Financial Information:	\$	\$	\$	\$	\$
Business Lines 1					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					
Business Lines 2					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					
Business Lines 3					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					

**SECTION II –
ANALYSIS OF PERFORMANCE BY
STRATEGIC OUTCOME**

NOTE:

1. For organizations reporting according to their Strategic Outcomes and Business Lines:

It is suggested to use the following template. Modify it as necessary and repeat for each strategic outcome. Complete this section with additional text to support the information presented in each template.

Strategic Outcome
<i>Type text.</i>
Expected Results: <i>Type text in relation to:</i> - Intermediate Outcomes - Immediate Outcomes <i>(Because strategic outcomes are high-level outcomes to which a department contributes and for which clear attribution for results is difficult to demonstrate, providing immediate and intermediate outcomes will help the reader understand the relationship between departmental activities, outputs, and the strategic outcomes.)</i>
Plans, priorities and commitments <i>Type text.</i>
Program, resources, and results linkages <i>Type text.</i>

2. For organization reporting according to their Strategic Outcomes and new PAA:

For performance reporting as per the PAA, it is suggested to use the layout below:

Strategic Outcome:

Identify the strategic outcome. Type text.

Program Activities:

Provide the program activity description, the expected results and the results achieved. Explain how it supported the accomplishments of the priorities and/or commitments identified in the RPP. Use the performance indicators and targets identified in your MRRS. Explain if the results achieved were successful. Report both positive and negative aspects of performance. Explain strategies for producing better results in the future.

Financial Resources:

Planned Spending	Authorities	Actual Spending
\$	\$	\$

Human Resources

Planned	Authorities	Actuals

Key Programs or Services:

Provide the key program or service description, the expected results and the results achieved. Explain how it supported the accomplishments of the priorities and/or commitments identified in the RPP. Use the performance indicators and targets identified in your MRRS, if applicable. Explain if the results achieved were successful. Report both positive and negative aspects of performance. Explain strategies for producing better results in the future.

Financial Resources:

Planned Spending	Total Authorities	Actual Spending
\$	\$	\$

NOTE:

If applicable, add:

Other programs and services that contribute to this program activity total \$XX million; for further information on these programs and services, see Annex X (or insert Web link)

Otherwise, delete this line.

SECTION III – SUPPLEMENTARY INFORMATION

Organizational Information

Insert text and/or chart.

Table 1: Comparison of Planned to Actual Spending (incl. FTE)

(\$ millions)	2002-03 Actual	2003-04 Actual	2004-2005			
			Main Estimates	Planned Spending	Total Authorities	Actual
Enter the business line (or program activity) title						
Enter the business line or (program activity) title						
Enter the business line or (program activity) title						
Total						

Total						
Less: Non-Respendable revenue						
Plus: Cost of services received without charge *						
Net cost of Department						

Full Time Equivalents			
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If required begin typing text here (otherwise delete this text).

Table 2: Use of Resources by Business Lines (or Program Activities)

2004–2005								
Business Lines – BL (or Program Activity – PA)	Budgetary						Plus: Non-Budgetary	Total
	Operating	Capital	Grants and Contributions	Total: Gross Budgetary Expenditures	Less: Respendable Revenue	Total: Net Budgetary Expenditures	Loans, Investments and Advances	
BL (or PA) title								
Main Estimates								
<i>Planned Spending</i>								
Total Authorities								
<i>Actual Spending</i>								
BL (or PA) title								
Main Estimates								
<i>Planned Spending</i>								
Total Authorities								
<i>Actual Spending</i>								

If required begin typing text here (otherwise delete this text).

Table 3: Voted and Statutory Items

Vote or Statutory Item	Truncated Vote or Statutory Wording	2004–2005			
		Main Estimates	Planned Spending	Total Authorities	Actual
XX	Operating expenditures				
XX	Capital expenditures				
XX	Grants and Contributions				
(S)	Minister of XXX – Salary and motor car allowance				
(S)	Contributions to employee benefit plans				
	Total				

If required begin typing text here (otherwise delete this text).

Table 4: Net Cost of Department

(\$ millions)	2004–2005
Total Actual Spending	
<i>Plus: Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)	
Contributions covering employers' share of employees' insurance premiums and expenditures paid by TBS (excluding revolving funds)	
Worker's compensation coverage provided by Social Development Canada	
Salary and associated expenditures of legal services provided by Justice Canada	
<i>Less: Non-responsible Revenue</i>	
2004–2005 Net cost of Department	

Note: Total responsible and non-responsible revenue should match to a corresponding line in Table 1.

Accommodations provided by Public Works and Governments Services Canada (PWGSC) can be obtained from Ruth Merkley at (613) 244–2968 or Ruth.Merkley@pwgsc.gc.ca. Workers' Compensation coverage provided by Social Development Canada can be obtained from Mitch Temelinni at (613) 997-2791. Salary and associated expenditures of legal services provided by the Department of Justice Canada can be obtained from Arjun Patil at (613) 954-5615.

The amount to be used for government payments to employee insurance plans such as the Public Service Health Plan and the Public Service Dental Plan is 8 per cent of the personnel input factor.

If required begin typing text here (otherwise delete this text).

Table 5: Contingent Liabilities

Contingent Liabilities	(\$ Millions)	
	March 31, 2004	March 31, 2005
<i>Guarantees</i>		
• Detail		
• Detail		
• Detail		
<i>Claims, Pending and Threatened Litigation</i>		
Total		

If required begin typing text here (otherwise delete this text).

Table 6: Loans, Investments and Advances (Non-Budgetary)

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Spending	Total Authorities	Actual
Enter the business lines (or program activity) title						
Describe the loan, investment or advancement.						
Describe the loan, investment or advancement.						
Repeat the process as often as necessary						
Total						

If required begin typing text here (otherwise delete this text).

Table 7: Sources of Respendable and Non-Respendable Revenue

Non-Respendable Revenue

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Revenue	Total Authorities	Actual
Enter the first business lines (or program activity) title.						
Enter source(s) of respensible revenue						
Item 1						
Item 2						
Enter the second business lines (or program activity) title.						
Enter source(s) of the respensible revenue						
Total Respendable Revenue						

Non-Respendable Revenue

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Revenue	Total Authorities	Actual
Enter the first business lines (or program activity) title.						
Enter source(s) of respensible revenue						
Item 1						
Item 2						
Enter the second business lines (or program activity) title.						
Enter source(s) of the respensible revenue						
Total Non-Respendable Revenue						

If required begin typing text here (otherwise delete this text).

Table 8: Revolving Fund

Statement of Operations

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Spending	Authorized	Actual
Respendable Revenue						
Expenses						
Operating:						
Salaries and employee benefits						
Depreciation						
Repairs and maintenance						
Administrative and support services						
Utilities, materials and supplies						
Marketing						
Interest						
Surplus (Deficit)						

Statement of Cash Flows

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Spending	Authorized	Actual
Surplus (Deficit)						
Add non-cash items:						
Depreciation/amortisation						
Others (defined)						
Investing activities:						
Acquisition of depreciable assets						
Cash surplus (requirement)						

Projected Use of Authority

(\$ millions)	Actual 2002-03	Actual 2003-04	2004-2005			
			Main Estimates	Planned Spending	Authorized	Actual
Authority						
Drawdown:						
Balance as at April 1						
Projected surplus (Drawdown)						
Projected Balance at March 31						

If required begin typing text here (otherwise delete this text).

Table 9: Resource Requirements by Branch/Sector level

2004-2005					
Organization	Business Lines (or Program Activity)	Business Lines (or Program Activity)	Business Lines (or Program Activity)	Business Lines (or Program Activity)	Total
Branch/Sector Name					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					
Branch/Sector Name					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					
Branch/Sector Name					
Main Estimates					
Planned Spending					
<i>Total Authorities</i>					
Actual Spending					

If required begin typing text here (otherwise delete this text).

Table 10-A: 2004-05 User Fee Reporting Template – User Fees Act

A. User Fee	Fee Type	Fee Setting Authority	Date Last Modified	2004-05					Planning Years		
				Forecast Revenue (\$000)	Actual Revenue (\$000)	Full Cost (\$000)	Performance Standard	Performance Results	Fiscal Year	Forecast Revenue (\$000)	Estimated Full Cost (\$000)
				Sub-Total (R)	Sub-Total (R)	Sub-Total (R)			Sub-total:	2005-06	2005-06
				Sub-total (O)	Sub-total (O)	Sub-total (O)			Sub-total:	2006-07	2006-07
				Total	Total	Total			Sub-total:	2007-08	2007-08
									Total	Total	Total
B. Date Last Modified:											
C. Other Information:											

If required begin typing text here (otherwise delete this text)

Table 10-B: 2004–05 User Fee Reporting Template – Policy on Service Standards for External Fees

A. External Fee	Service Standard ¹	Performance Result ¹	Stakeholder Consultation
B. Other Information:			

If required begin typing text here (otherwise delete this text).

Table 11: Major Regulatory Initiatives

Regulations	Expected Results	Performance measurement criteria	Results achieved

If required begin typing text here (otherwise delete this text).

Table 12: Details on Project Spending

	Current Estimated Total Cost	2002-03 Actual	2003-04 Actual	2004-2005			
				Main Estimates	Planned Spending	Total Authorities	Actual
Business Line (or Program Activity)							
Enter the project name and project phase							
Enter the project name and project phase							
Business Line (or Program Activity)							
Enter the project name and project phase							
Enter the project name and project phase							

If required begin typing text here (otherwise delete this text).

Table 13: Status Report on Major Crown Projects

1. Description

Type text.

2. Project Phase

Type text.

3. Leading and Participating Departments and Agencies

Lead Department or Agency:	
Contracting Authority:	
Participating Departments and Agencies:	

4. Prime and Major Sub-Contractors

Prime Contractor:	
Major Sub-Contractors:	

5. Major Milestones

Major Milestones	Date

6. Progress Report and Explanations of Variances

Type text.

7. Industrial Benefits

Type text.

If required begin typing text here (otherwise delete this text).

Table 14: Details on Transfer Payments Programs (TPPs)

1) Name of Transfer Payment Program:						
2) Start Date:		3) End Date:		4) Total Funding:		
5) Description of Transfer Payment Program:						
6) Objective(s), expected result(s) and outcomes:						
7) Achieved results or progress made:						
	8) Actual Spending 2002-03	9) Actual Spending 2003-04	10) Planned Spending 2004-05	11) Total Authorities 2004-05	12) Actual Spending 2004-05	13) Variance(s) between 10 and 12
14) Business Lines BL (or Program Activity (PA)						
-Total Grants						
- Total Contributions						
- Total Other Transfer Payments						
15) Total for BL (or PA)						
(Insert information for other BL or PA) ...						
16) Total TPP						
17) Comments on Variances:						
18) Significant Evaluation Findings and URL to last evaluation:						

If required begin typing text here (otherwise delete this text).

Table 15: Conditional Grants (Foundations)

1) Name of Foundation:						
2) Start Date:	3) End Date:	4) Total Funding:				
5) Purpose of Funding:						
6) Objective(s), expected result(s) and outcomes:						
7) Achieved results or progress made (within overall departmental results achieved):						
	8) Actual Spending 2002-03	9) Actual Spending 2003-04	10) Planned Spending 2004-05	11) Total Authorities 2004-05	12) Actual Spending 2004-05	13) Variance between 10) and 12)
14) Conditional Grant(s)						
15) Comments on Variances:						
16) Significant Evaluation Findings and URL to last evaluation:						
17) URL to Foundation site:						
18) URL to Foundation's Annual Report						

If required begin typing text here (otherwise delete this text).

Table 16: Financial Statements of Departmental Corporations and Agents of Parliament

Financial statements of departmental corporations (listed in [Schedule II of the Financial Administration Act](#)) and Agents of Parliament are to be included in the DPR since fiscal year 2003–2004.

Please note that, for departmental corporations that prepare an annual report that includes their financial statements and that is available electronically by the time DPRs are tabled in the House of Commons, it is sufficient to include just the electronic link to their financial statements. This link should be clearly identified and referenced in each organization's DPR.

If required begin typing text here (otherwise delete this text).

Table 17: Response to Parliamentary Committees, Audits and Evaluations for FY2005–2006

Response to Parliamentary Committees

Brief summary of report(s) and add a link to the department's response. (If no recommendations were received, this should also be noted.) As appropriate, make references in the DPR.

Response to the Auditor General

Brief summary of chapter(s) and add a link to the department's response. (If no recommendations were received, this should also be noted.) As appropriate, make references in the DPR.

External Audits (note: these refer to other external audits conducted by the Public Service Commission or the Office of the Commissioner of the Official Languages or the Official Languages Branch of the Public Service Human Resources Management Agency).

Name of audit (as required, make appropriate references in the DPR and add Web Links)

Internal Audits or Evaluations

Name of audit or evaluation (as required, make appropriate references in the DPR and add Web Links)

If required begin typing text here (otherwise delete this text).

Table 18: Sustainable Development Strategies (SDS)

SUSTAINABLE DEVELOPMENT STRATEGIES

Department/Agency:	
Points to address	Departmental Input
1. What are the key goals, objectives, and/or long-term targets of the SDS?	
2. How do your key goals, objectives and/or long-term targets help achieve your department's/agencies' strategic outcomes?	
3. What were your targets for the reporting period?	
4. What is your progress (this includes outcomes achieved in relation to objectives and progress on targets) to date?	
5. What adjustments have you made, if any? (To better set the context for this information discuss how lessons learned have influenced your adjustments)	

If required begin typing text here (otherwise delete this text).

Table 19: Procurement and Contracting

Department/Agency:	
Points to address:	Organization's input:
1. Role played by procurement and contracting in delivering programs	
2. Overview of how the department manages its contracting function.	
3. Progress and new initiatives enabling effective and efficient procurement practices.	

If required begin typing text here (otherwise delete this text).

Table 20: Alternative Service Delivery

Name of ASD Initiative	Current Status	Start-up Date	Contact
Name of program or service			
Name of program or service			
Name of program or service			

If required begin typing text here (otherwise delete this text).

Table 21: Service Improvement Initiative (SII)

Annual Reporting Requirement: *Departments are required to use their DPRs to specify the activities, targets, and achievements that are moving the government toward **the 10 per cent target** under the SII. Ongoing service improvement depends on departments' and agencies' ability to measure levels of client satisfaction, set targets for improving client satisfaction with key services to the public, monitor implementation, and report progress on improvement in client satisfaction for key services to the public.*

New Requirement: *As the Service Improvement Initiative sunsets in 2005, TBS is requesting that, in addition to the annual reporting as outlined below, departments and agencies provide a progress report covering the five-year period of the initiative. The focus here is on client-satisfaction survey results, the development of and performance against service standards, as well as the extension of service improvement activity to additional service offerings over the five-year period.*

Departments must report on four key elements of their service delivery performance:

- 1. Programs and services covered by a service improvement plan*
- 2. Development of baseline client satisfaction levels and progress toward achieving satisfaction targets*
- 3. Service standards for all key public services: setting of standards and performance against those standards*
- 4. Main achievements in improving service from a citizen-centred perspective*

As appropriate, departments are invited to develop a summary table or include a narrative in their DPRs to meet the SII reporting requirement identified above.

If required begin typing text here (otherwise delete this text).

Table 22: Horizontal Initiatives

Horizontal Initiative						
1. Name of Horizontal Initiative:			2. Name of Lead Department(s):			
3. Start Date of the Horizontal Initiative:		4. End Date of the Horizontal Initiative		5. Total Federal Funding Allocation:		
6. Description of the Horizontal Initiative:						
7. Shared Outcome(s):						
8. Governance Structure(s):						
9. Federal Partners Involved in each Program	10. Names of Programs	11. Total Allocation	12. Forecasted Spending for 2004-05	13. Actual Spending in 2004-05	14. Planned Results for 2004-05	15. Achieved Results in 2004-05
1.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
	(c)	\$	\$	\$		
2.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
	(c)	\$	\$	\$		
3.	(a)	\$	\$	\$		
	(b)	\$	\$	\$		
		Total \$	Total \$	Total \$		
16. Comments on Variances:						
17. Results Achieved by Non-federal Partners:						
18. Contact Information:		19. Approved by:		20. Date Approved:		

If required begin typing text here (otherwise delete this text).

Table 23: Travel Policies

Comparison to the TBS Special Travel Authorities

Travel Policy Name of xxx (and indicate name of your organization): (Note: If the TBS Special Travel Authorities are used by your organization, insert the following statement: "Organization XXX follows the TBS Special Travel Authorities" and ignore other cells below)
Authority:
Coverage:
Principal difference(s) in policy provisions:
Principal financial implications of the difference(s):

Comparison to the TBS Travel Directive, Rates and Allowances

Travel Policy Name of xxx (and indicate name of your organization): (Note: If the TBS Travel Directive, Rates and Allowances are used by your organization, insert the following statement: "Organization XXX follows the TBS Travel Directive, Rates and Allowances" and ignore the cells below.)
Authority:
Coverage:
Principal difference(s) in policy provisions:
Principal financial implications of the difference(s):

If required begin typing text here (otherwise delete this text).

Table 24: Fuel Storage Tanks

Status of Fuel Storage Tanks on (appropriate federal department)-owned Land

Annual Report for April 30, 2005

As required under the CEPA, Part IV, *Registration of Storage Tank Systems for Petroleum Products and Allied Petroleum Products on Federal Lands Regulations*, this report provides the information set out in Schedule II of the aforementioned regulation, updated to December 31, 2004.

The following number of ***above-ground*** storage tank systems:

Are registered with (appropriate federal department): _____.

Comply with the *Federal Aboveground Storage Tank Technical Guidelines*: _____.

Do not comply with the *Federal Aboveground Storage Tank Technical Guidelines*: _____.

The following number of ***underground*** storage tank systems:

Are registered with (appropriate federal department): _____.

Comply with the *Federal Underground Storage Tank Technical Guidelines*: _____.

SECTION IV – OTHER ITEMS OF INTEREST