
Performance Agreement

This performance agreement is a mutual understanding between Name, Title, Organization and Name, Title, Organization as to performance expectations.

Policy and Program Results

Policy and Programs Results commitments should reflect the organization's priority areas of focus during the performance cycle related to its business plans. Some of them should reflect priority areas of focus of the Government where the deputy minister will personally and individually make a significant contribution. The commitments are meant to be challenging but achievable with effort through the individual's own influence and control. Individuals are expected to develop 3-5 commitments.

The commitments are also results-oriented and measurable. Each commitment must be accompanied by related performance measures which are observations or data that will determine and define if and how well the commitments are met. They will form the basis of reporting at the end of the performance cycle.

At the end of the performance cycle, a self-assessment related to the success in achieving these commitments must be sent to the Clerk of the Privy Council; this information will contribute to the overall evaluation process.

(SAMPLE COMMITMENTS)

1. In collaboration with colleagues, establish a clear and comprehensive vision for the organization which includes the required structures and systems to support the implementation of the organization.

Performance Measures

- a. Complete organizational vision exercise with stakeholders;
 - b. Prepare, in collaboration with portfolio partners, the organisation's strategic plan for the next five years;
 - c. Complete hiring of staff by target deadlines; and
 - d. Finalize review and approval of individual branch plans, ensuring branch offices are open to the public by October.
2. Enhance awareness and support for the organization to increase the resources available for programs.

Performance Measures

- a. Expressions of support from key government departments;
- b. Particular recognition in public statements by industry and the government; and
- c. A real increase in the organization's program appropriations budget for the following fiscal year.

3. Work with stakeholders to ensure that programs better meet the needs of Canadians and that services are delivered in as responsive, timely and cost-efficient ways as possible.

Performance Measures

- a. Complete the development of the federal position and a federal-provincial-territorial approach for capturing opportunities, including the identification of initiatives or activities; and
- b. Identify policy and program changes needed to foster efficiency; and
- c. Identify regulatory constraints and means to address them.

Management Results

Individuals with responsibility and accountability for the management of an organization will also be measured on their progress against core organizational and management accountabilities as described in the Management Accountability Framework (MAF). These serve as generic commitments for all deputy ministers. Moreover, any MAF priorities agreed upon with the Secretary of the Treasury Board will automatically form part of the performance agreement.

As such, individuals are not expected to develop specific Management Results commitments.

At the end of the performance cycle, a self-assessment related to the success in achieving MAF priorities must be sent to the Clerk of the Privy Council; this information will contribute to the overall evaluation process.

Leadership Results

Individuals are expected to demonstrate the leadership competencies required to carry out successfully the responsibilities of the position. Individuals will be measured against the competencies as described in the *Key Leadership Competency Profile*. These serve as generic commitments for all deputy ministers.

As such, individuals are not expected to develop specific Leadership Results commitments for their performance agreements.

At the end of the performance cycle, a self-assessment related to the success in achieving **Leadership Results** must be sent to the Clerk of the Privy Council; this information will contribute to the overall evaluation process.

Learning and Development

Individuals should identify any learning and development objectives for the current performance cycle.

Signature

Date