

Administrative Policy Branch

The role of the Administrative Policy Branch is to develop for Treasury Board approval, and to promulgate, the policies that govern administration, including real-property management within the Public Service; to monitor their implementation by the ministries, departments and agencies to which they apply; to interpret their applicability as may be necessary; to evaluate them and sustain their relevance in the light of changing conditions, and to make recommendations to the Treasury Board on submissions referred to it in accordance with statutes, regulations, policies and guidelines. This branch is also responsible for the administration of the Incentive Award Board of the Public Service.

The purpose of these policies is to ensure that probity and prudence in the acquisition and consumption of administrative "inputs" prevails throughout the Public Service so that the expenditure of money and matériel thereon in support of departmental programs is, and can be shown to be, efficient and effective. The principle that management shall be accountable for its actions is applied as fully as possible.

In fulfilment of its role, this branch provides the Treasury Board with the staff support the Board needs for the exercise of its mandate to provide

central direction in the administration of the Public Service. The manner in which this direction is given varies from the issue of permissive guidelines to the issue of mandatory regulations and directives that govern departmental actions.

Whatever the means employed, the decision to issue central direction is made within a consistent and rational framework.

Official Languages Branch

The Official Languages Branch is responsible for planning, developing and ensuring the implementation and the communication of the Federal Government's official languages policies and programs as they pertain to the Public Service of Canada. It monitors and evaluates the effectiveness of the application of these policies and programs and promotes the development of the Official Languages Act within the Public Service. It is also responsible for providing advice to departments and agency corporations on matters related to official languages policy and programs.