

was established. Its mandate is to provide strategic advice to the Agency on its long-term plans, major initiatives and financial position. In addition, the Advisory Board reviews and recommends approval of the Agency's corporate documents such as the Framework Document, Strategic Plan, Business Plan and Annual Report.

The Advisory Board consists of seven members and a Secretary. Members are drawn from FAIT, other government departments, other SOAs and the private sector. The Chief Executive Officer (CEO) of the Passport Office is an ex officio member. The permanent Chair is the Legal Advisor, FAIT. The Secretary is the Director, Strategic Planning of the Passport Office. (See Appendix A for the current membership of the Advisory Board.)

1.3 Mission

The mandate of the Passport Office is derived from the Canadian Passport Order (P.C. 1981-1472, registered as SI/81-86 and published on June 24, 1981). The Agency is charged with the issuing, revoking, withholding, recovery and use of passports.

The Passport Office also delivers procedural guidance to missions abroad, and develops passport policy. We provide official travel services to officials and elected representatives travelling on business on behalf of the Government of Canada or provincial or territorial governments. In addition, we respond to international requests for advice on effective and efficient delivery of a secure passport.

The Passport Office develops new products or services to improve its service to the public and that of the Government as a whole. For example, to facilitate the movement of people across national borders, we are investigating the introduction of a wallet-sized passport card that will serve not only the purposes of the Passport Office but those of other government departments and agencies operating within the travel service sector.

The Passport Office has articulated a statement of mission, vision and values, which is reproduced earlier in this document. The mission statement expresses the basic purpose of the Agency and acts as a point of departure for developing long-term strategy, including identification of potential markets and business lines. The broad nature of the mission statement enables the organization to adapt to changing circumstances.

The mission statement has been reproduced as a poster, reprinted in all corporate documents and communicated to all employees.