

EXECUTIVE SUMMARY

The Canadian Foreign Service Institute (the Institute) Business Plan is presented to the Program Management Board as a definition of the mandate (p 1) and the accountability of the Institute (p 5); and as a report of accomplishments since its creation.

The Institute ensures the provision of relevant learning activities, and organization development advice and services, to meet the needs of management and employees of the Department of Foreign Affairs and International Trade (DFAIT). The Institute also provides, on a cost recovery basis, training services to other clients with involvement in the conduct of Canada's international relations.

The Institute has been in operation for two years and has provided official language training, foreign language training, individual staff training, branch functional training, individual development training and career training. The Institute also provides organization development services and operates the Fellows Program.

In response to changes in the world and in the department's role and policies (p 7), the Institute must maintain programs relevant to the needs of its primary clients: the Deputy Ministers and the Assistant Deputy Ministers. The budget limits of fiscal 1994-95 however have forced choices. Needs identified by managers will not be met, (\$2.5M worth, 25% of identified needs) (appendix G).

This Business Plan is prepared and communicated to the staff of the Institute as a vehicle to promote the vision of the Institute and to establish a common, coordinated process to achieve this vision and meet our service standards. The list below highlights part of the Institute's goal for the 1994-95 fiscal year. A comprehensive list is available in the Project Plans (appendices A-E):

- a) implement a comprehensive mid-level foreign service and non-rotational officer group (FS-2 and equivalent) training program ready to start in October 1994 (p 14 and p E-3),
- b) implement a distributed training management system (TMS) for course registration (p C-3),
- c) publication of a DFAIT training policy manual, by September 30th, 1994 (p A-4),