

PART II

Specific guidance for agencies of the Federal Government

II. 1. *Introduction*

All departments, boards, crown corporations and other organizations (hereafter referred to as agencies) under the jurisdiction of the Federal Government are asked to submit briefs if they expend funds for scientific activities. Appendix B defines "scientific activities" and other terms.

II. 2. *Content of Submissions*

Briefs should contain any information, comments or counsel considered relevant to the inquiry of the Committee in view of the Committee's Order of Reference (attached as Appendix A). As well, the Committee requests information regarding the following:

2. 1. *Organization*—Supply text or diagrams regarding the following:

- (a) Organizational block diagram of agency showing main units such as divisions and sections. Indicate those units conducting or funding scientific activities.
- (b) Block diagram, when appropriate or necessary, indicating Parliamentary reporting channel (s), formal connections to other Federal agencies, advisory committees, etc.
- (c) Block diagram indicating the organization of units (e.g. divisions, sections, task forces, etc.) responsible for scientific activities.
- (d) Description of formal agreements regarding scientific activities between agency (or one of its units) with organizations outside of Canada including foreign governments or their agencies.
- (e) Information concerning overseas offices of agency dealing with scientific affairs.

2. 2. *Organizational functions*

- (a) What are the agency's statutory functions and powers regarding scientific activities.
- (b) What organizational policies have evolved (e.g. regarding the implementation of (a)) that could be considered to define your agency's "policy regarding science" or "science policy".
- (c) Taking (a) and (b) into account, briefly describe the organization's functions and responsibilities in relation to:
 - (i) other Federal agencies
 - (ii) industry