

Appendix A: How to Write Accountability

EXAMPLE:

"Reduce post expenditures on the repatriation of distressed Canadians by training duty officers and developing closer links with local agencies by the end of the year."

ACTION:	training duty officers and developing closer links with local agencies
PURPOSE:	reduce post expenditures on the repatriation of distressed Canadians
TIME FRAME/ STANDARD:	by the end of the year

Where do major objectives come from?

Major objectives are derived from the framework of job-related responsibilities, for example:

RESPONSIBILITY: "Manages foreign service recruitment campaigns"

OBJECTIVE:

Action: develop new advertising material

Purpose: that increases the number of highly qualified employment equity target group candidates

Time Frame/Standard: by June 1

The following are further examples of major objectives.