

ACTIVITIES

*Key functions,
focus
on high payoff
activities*

KEY FUNCTIONS

What key functions do political officers have to concentrate on and perform particularly well if the bureau/mission is to execute its strategy effectively and achieve its objectives?

What is the relative importance of activities such as:

- *collecting/analyzing information on developments affecting Cdn interests?*
- *providing policy and operational advice to Cdn decision-makers?*
- *coordinating national positions?*
- *building networks in Canada and/or abroad?*
- *lobbying and advocating on behalf of Cdn government positions?*
- *negotiating agreements and conventions?*
- *managing foreign policy operations?*

PRODUCTIVITY

On average, how much time and effort should political officers be spending weekly/monthly on key functions and activities?

How much time and effort are they actually spending?

How are these being tracked?

What are the obstacles to improving bureau/mission productivity (i.e. ensuring the right amount of time is spent on high payoff activities)?

What strategy is being adopted to correct any imbalances?

OUTPUTS AND OUTCOMES

*Immediate results
and long-term
consequences*

OUTPUTS (*Within the area of control of the bureau/mission*)

What will be the immediate results of bureau/mission activity?

What is expected to happen as a direct consequence?

OUTCOMES (*Within the area of influence of the bureau/mission*)

What is expected to happen over the longer term?

How will people or situations be affected?

What will be the broader implications and impacts?

EVALUATION

*Logic and
implementation*

Was there a logical connection between objectives and strategies/activities?

Were objectives clear and did they drive the work of the bureau/mission?

Were officers engaged in the right kind of activities for the results desired?

Did officers devote an appropriate amount of time to these activities?