

METHODOLOGY AND ANALYTICAL FRAMEWORK

Analytical framework

To examine DFAIT's total workforce, we divided employees into two separate groups: Canada-based staff (CBS) and locally engaged staff (LES). A number of variables were considered for each of these groups, including whether CBS are rotational or non-rotational, as well as gender, type of employment (indeterminate or term), occupational stream, and occupational group and level. However, the scope of our analysis of LES was limited by a lack of information.

To understand how the workforce is changing, we analyzed staff movement (mobility), a key characteristic of any workforce. Separations for reasons other than retirement, retirements, recruitment exercises, promotions, assignments, secondments, and acting appointments were the key parameters used to analyze changes in the Department's workforce. In addition, we assessed the number of employees who will become eligible for retirement in the next 10 years on the basis of their age and years of service. Employment equity of the designated groups and the distribution of official languages among DFAIT employees are also examined. This report also contains other indicators of DFAIT's organizational health, such as data on training and recourse in the event of labour relations problems.

Methodology

This report covers the period from April 1, 2005, to March 31, 2006. The data has been gleaned from a variety of sources, such as DFAIT's Human Resources Management System (HRMS), databases belonging to the Public Service Human Resources Management Agency of Canada and Public Works and Government Services Canada, the Department's Integrated Management System (IMS), and various documents, namely the *2005-2006 Human Resources Environmental Scan for the Public Service of Canada*,¹ the *Public Service Employee Survey* (PSES),² and *DFAIT Organizational Health Reports*³ of previous years. This data covers multiple facets of human resources. As expected, we attached a great deal of importance to data quality, carrying out a number of checks and tests to ensure their reliability.

¹ Human Resources Environmental Scan for the Public Service of Canada (http://www.hrma-agrh.gc.ca/hr-rh/hrp-prh/hrespst-aerhfpc_e.asp)

² Public Service Employee Survey (<http://www.hrma-agrh.gc.ca/survey-sondage/2005/results-resultats/14/index-e.htm>)

³ Organizational Health Report (<http://intranet.dfait-maeci.gc.ca/departement/hr/glance/demograph-en.asp>)