

sitting. A limited number may be obtained without charge on application to the Secretary. (See I. 8. below)

### I. 7. Confidential Character of Submissions

Submissions made to the Committee will remain confidential until released, the release date being the day on which the organization's representative appears as a witness. In the case of briefs supplied but not presented at the hearings, the release date will be at the discretion of the Chairman.

### I. 8. Contact with Senate Committees Branch

Information concerning the activities of the Senate's Special Committee on Science Policy (e.g. proceedings of the hearings, etc.) may be obtained from

Patrick J. Savoie,  
Secretary,  
Room 369-E,  
Committees Branch,  
The Senate,  
Ottawa, Ontario.  
Telephone No. 996-1272

Also, all briefs and exhibits should be sent to  
*the Federal Government*

## 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
- iii) educational institutions
- iv) international representation and the monitoring of scientific activities outside of Canada
- v) other

and describe the process whereby these are achieved or honoured, citing cases-in-point if appropriate or necessary.

d) Describe the process whereby your operational effectiveness, duties and goals are reviewed and revised.

e) Describe any outside studies commissioned (during the last five years) to suggest improvements of agency's operating procedures.

f) Comment on the relationship between the agency's responsibilities and powers, and its activities and programmes.

g) What have been, what are currently, and what do you foresee as being the major hindrances to the effective performance of your functions, the honouring of your responsibilities and powers.

h) What major changes in organization functions are forecast as probable or desirable during the next five years.