

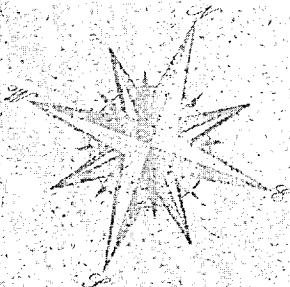
DEPUTY MINISTER,
FOREIGN AFFAIRS

LEGAL ADVISER,
FOREIGN AFFAIRS AND
INTERNATIONAL TRADE

CHIEF EXECUTIVE
OFFICER

ADVISORY BOARD

EXECUTIVE COMMITTEE



- 4.3 The Deputy Minister of Foreign Affairs is responsible for ensuring that the overall objectives of the passport activity are achieved in an effective and efficient manner.
- 4.4 The Legal Adviser, Foreign Affairs and International Trade, is responsible for the delivery of passport services abroad, and also chairs the Passport Office Advisory Board.
- 4.5 The Passport Office is headed by the Chief Executive Officer, who is responsible for the delivery of domestic passport services, policy and procedural guidance relating to the issuance, revocation, withholding, recovery and use of Canadian passports. More specifically, the CEO is responsible for the sound day-to-day management of the Agency, providing long-term strategic direction, ensuring that the Agency meets its agreed-upon objectives and performance targets, and reporting upon actual versus target performance through the reporting framework described below.
- 4.5.1 The CEO is formally accountable to the Deputy Minister of Foreign Affairs through the Legal Adviser.
- 4.5.2 The CEO has all authorities vested in the Deputy Minister with regard to the functions listed in Annex A, the financial and administrative delegations, and Annex B, the human resources delegations.
- 4.6 The Passport Office Advisory Board provides strategic advice to the Agency and reviews and recommends for approval by the CEO and Deputy Minister the corporate documents of the Agency.
- 4.6.1 The Board consists of seven members and a Secretary. It is chaired by the Legal Adviser who also appoints the members on the recommendation of the CEO. The CEO is an ex officio member of the Board and the Strategic Planner is the permanent Secretary. Members are drawn from the Department of Foreign Affairs and International Trade, other government departments, other SOAs, and the private sector, particularly the travel industry. Members serve two-year terms, with the term of office of either three or four members expiring each year.
- 4.6.2 The role of the Board is purely advisory and its recommendations are not legally binding on the Passport Office.
- 4.7 The Executive Committee is chaired by the CEO and constitutes the senior management decision-making body of the Passport Office. The Committee consists of all directors of the Passport Office, including the Strategic Planner.