

## Annex I

Executive Committee  
Record of Meeting  
December 5, 1997CFSI

The Executive Committee discussed a study of the Canadian Foreign Service Institute. The study reviewed CFSI's mandate and the relationship between CFSI and Departmental managers and made recommendations for improvement. It took a preliminary look at the Department's overall resource picture for training and found that Departmental initiatives (including for example the Human Resources Strategy, UCS, Signet Renewal, the International Trade Strategy, the TCS Performance Measurement Initiative) pose additional training needs most of which cannot be met by current allocations. The study also reviewed in a preliminary way the increasing complexity for the training function posed by IMT. Finally, it determined a need to update the Departmental Foreign Language Training Policy.

The Committee agreed that CFSI should stand as a symbol of excellence in foreign service and that the highest importance should be attached to its role. It should not be seen as one bureau among others. USS stated that training should be championed by deputy ministers and the Executive Committee. In light of this discussion the Committee decided as follows:

- i. The mandate of CFSI be as follows:

The Canadian Foreign Service Institute has functional authority for Departmental training and is responsible for:

- a) recommending to Executive Committee the policy and framework for the management and coordination of training;
- b) designing and delivering corporate training;
- c) monitoring all Departmental training and, with the involvement of the Office of the Inspector General, assessing its effectiveness in annual reports to Executive Committee. These reports are also to be forward-looking and form the basis of CFSI's annual business plan which is to be approved by Executive Committee;
- d) providing advice and assistance to Bureaus on their specific training needs; reviewing Bureaus training projects that cost \$50,000 or more; promoting inter-Bureau cooperation to achieve the highest level of common training;
- e) supporting foreign policy objectives by i) providing training on a cost recovery basis to other organizations, and ii) organizing occasional seminars or colloquia on substantive issues.