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ACCESSION NO.

CEO1000

- 1
- 2
- 3 Powers, Duties, Functions of CEO

1010 ACTS AND LEGISLATION

All parliamentary acts, legislation, bills and by-laws.

CEO 1010 ACTS AND LEGISLATION

-1 General

1020 CORRESPONDENCE COMPANIES /CROWN CORPORATIONS

- 1 General
- 2
- 3 CCC
- 4 Canada Post Corporation

1030 APPRECIATION

Includes letters of appreciation, congratulations, greetings.

CEO 1030 APPRECIATION

- -1
- -2 Congratulations new position

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ACCESSION NO.

- -3 Thanks for invitation to tour CCG
- -4 Invitations

1035 ASSOCIATIONS AND INSTITUTES

Participation in and matters related to associations, clubs, societies, intitutes, federations.

CEO 1035 ASSOCIATIONS AND INTITUTES

- -1 General
- -2 Memberships
- -3 Canadian Printing Industries Association (CPIA)
- -4 International Gouvernment Printers Association (IGPA)
- -5
- -6
- -7
- -8 National Association of Printers & Lithographers

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- -9 Federal Communications Council
- -10 APEX

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- -11
- -12
- -13
- -14 CCMD Canadian Centre for Management Development

1065 CAMPAIGNS AND CANVASSING

Organization and administration of the canvassing for departmentally sponsored campaigns.

CEO 1065 CAMPAIGNS AND CANVASSING

- -1 General
- -2 Canada Savings Bonds
- -3 United Way

1110 COMMITTEES AND MEETINGS

Establishment, participation and other matters related to committees, meetings, conferences, seminars.

CEO 1110 COMMITTEES AND MEETINGS

-1 General

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-2 -3	Meetings with the Deputy Minister	Je0 3		
-4	Employee Advisory Board .			
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-6	ADMs - Update			
-7	Headquarters Executive Committee Meeting vol. 6 to 8 Headquarters Executive Committee Meeting vol. 1 to 5	1014		
-8	Departmental Executive Committee Meeting	1025		
-9	Human Resources Executive Committee Meeting			
-10	Business Board Meeting vol. 9 to 12			
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-14.1	Information Highway Advisory Committee	104.7		
-15	(IMC) Information Management Committee			
-16	SOA Head Meetings			

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-16.1 Public Policy Forum

1125 CORRESPONDENCE MANAGEMENT

Guidelines and procedures on the preparation and physical presentation or layout of documents and on the channels of communications within the Department and Agency.

CEO 1125 CORRESPONDENCE MANAGEMENT

-1

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-3 Minister Deputy Minister correspondence procedure

1150 DIRECTIVES, CIRCULARS AND ORDERS

All circulars, directives, instructions, letters, orders, regulations.

CEO 1150 DIRECTIVES, CIRCULARS AND ORDERS

-1 General

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- -4 Messages from Deputy Minister, PWGSC
- -5 CCG Annnouncements (Information Bulletins)

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ACCESSION NO.

-6 Bulletin (Human Resources)

1180 PARLIAMENTARY AFFAIRS

- -1 General -
- -2 Québec

1195 PARLIAMENTARY AND VERBAL MINISTERIAL INQUIRIES

Research on and preparation of replies to questions addressed to the Minister by Parliament or the public. Includes also replies to questions asked and to research projects initiated by the Minister.

CEO 1195 PARLIAMENTARY AND MINISTERIAL INQUIRIES

-1 General

1250 LEGAL MATTERS

Matters of a legal nature, such as: agreements, copyrights, inventions, licences, patents, permits, powers of attorney.

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CEO 1250 LEGAL MATTERS

- -1 General
- -2 Legal- Invoices

1320 ORGANIZATION

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BOX NO.

ACCESSION NO.

Duties, powers, authorities and functions authorized by acts, legislation, guidelines, manuals, delegated to the Minister of any persons delegated on his behalf and under his control and delegation: also, matters on the organization and its components.

CEO 1320 ORGANIZATION

- -1 General
- -2 Transfers of Organizational Responsibilities
- -3
- -3-1 Special Operating Agency
- -4 Operations
- -4.1 E.P.S. Meeting with Jean Sévigny
- -4.2 DLS
- -4.3 Major Operations Issues
- -5 Publishing
- -5.1 Publishing Study by CAC
- -6 Corporate Resources
- -7 Regional Operations
- -8 Marketing & Sales
- -9Human Resources
- -9.1 Personnel
- -9.2 PCO

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-10 Policy, Planning and Human Resources

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- -11 Information Technology Directorate
- -12 Main Plant

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- -15 Reference Canada
- -16 Corporate Services Division
- -16.1 Corporate Services Negotiation
- -16.2 Comptroller
- -20 PWGSC
- -20.1 Communications Section

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- -20.2 Deputy / Minister Directives
- -20.3 APORS Advertising & Public Opinion Research Sector
- -20.4 Icon Progress PRPCSS (PWGSC)
- -20.5 Translation Bureau(overview)
- -20.6 GTIS
- -20.7 Meeting with Francoise Brazeau & Mike Hawkes
- -20.8 GOS

1365 PROGRAMS - GOVERNMENT (PROGRAM REVIEW)

Information on and implementation of new government programs initiated by the parliament, such as: Anti-Inflation, Federal Identity, Metrication.

CEO 1365 PROGRAMS - GOVERNMENT

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ACCESSION NO.

- -1 General Program Review 11
- -2 Employment Equity Plan

1410 REPORTS - GENERAL

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Administrative reports and statistics.

CEO 1410 REPORTS - GENERAL

- -1 General
- -2 Reports from Australia

1412 REPORTS - PERFORMANCE MEASUREMENT

Development and implementation of methods to measure the levels of effectiveness and of efficiency of departmental activities: also referred to as the Operational Performance Measurement System

CEO 1412 REPORTS - PERFORMANCE MEASUREMENT -1

1480 VISITS AND TOURS

Official visits and tours to or from the departmental headquarters and field offices.

CEO 1480 VISITS AND TOURS

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BOX NO.

ACCESSION NO.

-1

1500 AUDITS

Review and appraisal of the administrative activities in view of providing an assessment to management as to the efficiency and effectiveness of the internal practices and controls.

1500 AUDITS

- -1 General
- -2 Financial Audits

Ma 13

1600 ACCESS TO INFORMATION

General information on Access to Information Act, Human Rights Acts, Privacy Act and similar legislation: and also preparation of the necessary documentation for the Privacy Coordinator to answer a records access request under departmental responsibility.

CEO 1600 ACCESS TO INFORMATION

-1 General

1650 AFFIRMATIVE ACTION PROGRAM

Implementation and maintenance of programs to identify and eliminate discrimination of employment for women,

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BOX NO.

ACCESSION NO.

indigenous people, handicapped persons or other target groups.

CEO 1650 AFFIRMATIVE ACTION PROGRAM

-1

1655 EQUAL OPPORTUNITY FOR WOMEN

Activities on the administration and implementation of the status for women program.

CEO 1655 EQUAL OPPORTUNITY FOR WOMEN

-1

1700 BRIEFINGS AND PRESENTATIONS

Information on the activities of the department.

CEO 1700 BRIEFINGS AND PRESENTATIONS

- -1 General
- -2 Speeches (Lynne Pearson)
- -3 Speeches (Others)

1800-PRIVATIZATION

-1 General

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- -2 Companies offering assistance
- -3 Potential buyers
- -4 Unions
- -5 Specialist Committee
- -6 Privatization Process vol 1,2
- -6 Privatization Process vol 3,4

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- -7 CAC Consulting & Audit Canada
- -8 11R Conference Commerc. In Canada's Public Sector
- -9 Publishing Paid announcement-Hill Times
- -10 Corporate services Project Plan (Privitization)
- -11
- -12 Empoyees (Personnel related) Privatization
- -13 ETC
- -14 PAA- Privilage Administrative Arrangement
- -15 Negotiation Privatization
- -16 Audit of CCG KPMG Privatization

1850 COMMUNICATIONS

-1 General

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-4 Talking Points

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BOX NO.

ACCESSION NO.

1900 BUDGET FEBRUARY 1995 ANNOUNCEMENT

-1General

2000 FINANCE AND ACCOUNTING

Correspondence relating to the financial management function and the administration of the accounting function.

CEO 2000 FINANCE AND ACCOUNTING

- -1 General
- -2 Advanced Payments
- -3 Audit Reports

2035 ACCOUNTS PAYABLE

Verification and authorization for payment of invoices, statements, billings or of other records claiming payments: raising of cheque requisitions, Interdepartmental Settlement Advances

CEO 2035 ACCOUNTS PAYABLE

- -1 General Invoice
- -2 Petty Cash and Hospitality Expenses
- -3 Cantel

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ACCESSION NO.

- -4 Xerox (photocopier)
- -5 GTIS (GEMDES)
- -6 Bell Canada
- -6.1 TIME CR (Time Communications Ltd)
- -7 Mobility Canada
- -8 Office Supplies and equipment
- -9 Printing Services (Accounts Payable)
- -9.1 Printing Services Promotions
- -10 Taxis

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- -11 Publications
- -12 Office accommodations
- -13 CCG tenant Services Spending
- -14 Versa (coffee) United Way
- -15 Travel

2280 DEBTS BY OR AGAINST THE CROWN

Any existing or future debt for goods or services, such as: bankruptcies,

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BOX NO.

ACCESSION NO.

delayed collections, uncollectable debts, outstanding sums of money due to suppliers, to consultants and to others.

CEO 2280 DEBTS BY OR AGAINST THE CROWN

-1 General

2285 DELEGATION OF FINANCIAL AUTHORITY

Signing authorities identifying the spending, the payment and the commitment certificate.

CEO 2285 DELEGATION OF FINANCIAL AUTHORITY

- -1 General
- -2
- -3 Delegation of Authorities

2375 FINANCIAL MANAGEMENT REPORTS

Reporting actual and planned costs or revenues and provision of information, management statements and summaries.

DGO 2375 FINANCIAL MANAGEMENT REPORTS

- -1 General
- -2
- _3
- -4 Reference Levels/ Revolving Funds

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ACCESSION NO.

2420 FINANCIAL SYSTEMS

Development, maintenance, control and evaluation of financial systems.

CEO 2420 FINANCIAL SYSTEMS

-1

2700 PLANNING AND BUDGETING

Preparation, review, assessment of the budget cycle activities, such as: operational plan, budget, estimates, forecasts, variances.

CEO 2700 PLANNING AND BUDGETING

- -1 General
- -2 Business Plans
- -3 Mid-Year Operational Plans
- -4
- -5
- -6 Operating Budget
- -7 Capital Assets
- -7.1 Capital Items for 94/95 Budget Approved
- -8 Estimates Main and Supplementary
- -9

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ACCESSION NO.

-10 95/96 Budget

2820 REMOVAL AND TRAVEL EXPENSES

Relocation of an employee's personal effects, real estate and legal fees, authorization to travel, travel allowances, mileage and expense claims.

CEO 2820 REMOVAL AND TRAVEL EXPENSES

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- -1 General travel expense claim for Lynne Pearson)
- -1-1 Directives and Instructions

2935 TREASURY BOARD SUBMISSIONS

Mandatory for Treasury Board approval submissions.

CEO 2935 TREASURY BOARD SUBMISSIONS

-1 General - Treasury Board Submissions

3000 PERSONNEL MANAGEMENT

All administrative responsibilities related to the management of Human Resources.

CEO 3000 PERSONNEL MANAGEMENT

- -1 General
- -1.1 EDI Old Working Files
- -1.2 EDI Legal Documents

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ACCESSION NO.

- -2 Separate Employer Status
- -3 Unions
- -4 Workforce Adjustment Committee (WAC)
- -5 Termination of employment
- -6 Delegation of HR Authotiry/TB Delegation Union Bargaining

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3050 CLASSIFICATION

Assessment of job data against established standards to determine groups and levels of positions.

CEO 3050 CLASSIFICATION

-1

3150 STAFFING

Process to select human resources necessary to achieve organizational objectives.

CEO 3150 STAFFING

- -1 General
- -2 Curriculum Vitae and Resumes
- -3 Transfers, Secondments, Temporary Help, Students Program, Acting Assignments

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BOX NO.

ACCESSION NO.

- -4 Staff Appointments
- -5 Departmental Assignment Program (DAP)
- -6 Grievances
- -6.1 Legal letters of Grievance
- -7 Term Employees
- -8 HR Issues Staffing 1992

3200 HUMAN RESOURCES

Inventory, evaluation of personnel assignments, control and exchange of human resources.

CEO 3200 HUMAN RESOURCES

- -1
- -1-1 Philipps Group, Evaluation on CCG Personnel
- -3 PRAR

3300 AWARD PROGRAMS

All programs recognizing employees for their contributions and suggestions.

CEO 3300 AWARD PROGRAMS

-1 General

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ACCESSION NO.

- -2 Suggestion Award Program
- -3 Long Service Awards

3400 LEAVE AND WORKING HOURS

Leave, holidays, hours of work and attendance.

CEO 3400 LEAVE AND WORKING HOURS

-1 General

3500 OCCUPATIONAL HEALTH AND SAFETY

Presentive measures, investigations and reporting procedures.

CEO 3500 OCCUPATIONAL HEALTH AND SAFETY

-1 General

-2

3550 OFFICIAL LANGUAGES

Administration of programs to regulate and promote bilingualism.

CEO 3550 OFFICIAL LANGUAGES

-1 General

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ACCESSION NO.

-2 Complaints

3600 PAY AND BENEFITS

Administration of employees pay and benefits

CEO 3600 PAY AND BENEFITS

-1 General

3700 STAFF RELATIONS

Relations between management and employees

CEO 3700 STAFF RELATIONS

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3800 TERMINATION OF EMPLOYMENT

Seperation of an employee from his present employment.

CEO 3800 TERMINATION OF EMPLOYMENT

- -1 General
- -2 Position Declared Surplus
- -3 Employees Buy Out

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Planning, registration and participation in all types of training.

3850 TRAINING AND DEVELOPMENT

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CEO 3850 TRAINING AND DEVELOPMENT

- -1 General
- -2
- -3 Career Assignment Program (CAP)

4020 CONFERENCES AND SEMINARS

Request for conference attendance, seminars inside or outside the Department.

CEO 4020 CONFERENCES AND SEMINARS

- -1 General
- -1.1 CCG Employees to attend Conferences
- -2 Invitations from Companies

4075 COMMUNICATIONS SERVICES

Costing, procurement, leasing, installation, maintenance, operation and use of communications facilities and services

CEO 4075 COMMUNICATIONS SERVICES

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ACCESSION NO.

- -1 General
- -2 Telephone Directories

4100 DISTRIBUTION SERVICES

Distribution of all departmental documentation and maintenance of mailing lists.

CEO 4100 DISTRIBUTION SERVICES

-1

4200 FACILITIES MANAGEMENT

Design and allocation of space, the maintenance of the premises and the allocation of parking spaces.

CEO 4200 FACILITIES MANAGEMENT

-1 General

4225 FORMS MANAGEMENT

Development and design control of all departmental forms.

CEO 4225 FORMS MANAGEMENT

-1

4450 MAIL AND MESSENGER SERVICES

Provision of mail, messenger and

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ACCESSION NO.

postal services.

CEO 4450 MAIL AND MESSENGER SERVICES

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4500 MATERIEL MANAGEMENT

Acquisition, storage, inventory and disposal of office furniture and equipment and the warehousing of forms.

CEO 4500 MATERIEL MANAGEMENT

- _1
- -2
- -3

-4 Art Bank Rental

4600 RECORDS MANAGEMENT

Planning, development, implementation and administration of a departmental program to manage the public records of the Department.

CEO 4600 RECORDS MANAGEMENT

-1

4725 SECURITY SERVICES

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ACCESSION NO.

Development, promulgation and administration of security policies, standards and guidelines.

CEO 4725 SECURITY SERVICES

-1 General

4825 TRANSLATION SERVICES

Use and requests for translation services.

CEO 4825 TRANSLATION SERVICES

-1 General

4850 TRANSPORTATION SERVICES

Use and requests for transportation services.

CEO 4850 TRANSPORTATION SERVICES

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5000 SUPPLY AND SERVICES PROGRAMS

Management and operation of departmental programs, which are to acquire and provide goods and services and for the provision of a variety of central/common services,

CEO 5000 SUPPLY AND SERVICES PROGRAMS

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ACCESSION NO.

- -1 General
- -2 MOU between SSC and Others.
- -3 MOU between CCG and others.

5005 COMPUTER PLANNING AND TECHNOLOGY

Provision of the general direction and advice, co-ordination and technical guidance to managers and staff so that efficient and effective information and office automation systems are developed

CEO 5005 COMPUTER PLANNING AND TECHNOLOGY

-1 General

5300 DEPARTMENTAL MANAGEMENT COMMITTEE

Establishment, participation, agendas, submissions and other matters related to the Operational Review Committee.

Decisions and recommendations of the Committee that determine departmental direction, plans,

CEO 5300 DEPARTMENTAL MANAGEMENT COMMITTEE

-1 General

5375 GENERAL POLICIES, PLANS AND PROGRAMS

Formulation, direction, monotoring and determination of Supply and Services

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ACCESSION NO.

Canada's general objectives and policies

CEO 5375 GENERAL POLICIES, PLANS AND PROGRAMS

-1 General

5510 AUDITS AND OBSERVATIONS

Audits, observations, studies and reports made to provide management with objective evaluation of the operations of organizational elements and functional activities within the Department.

CEO 5510 AUDITS AND OBSERVATIONS

- -1 General
- -2
- -2-1
- -2-2
- -2-3 Professional Services
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- -2-7 Information Systems Management

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BOX NO.

ACCESSION NO.

-4 Auditor General's Reports

14821

5600 CUSTOMER RELATIONS

Maintenance of a relationship with line activities on the Department and acting as mediator, handling of inquiries, complaints and suggestions, at the Corporate level.

CEO 5600 CUSTOMER RELATIONS

- 1

5625 SUPPLIER RELATIONS

Establishment of effective communication with suppliers to resolve their problems

CEO 5625 SUPPLIER RELATIONS

-1 General

5642 MEDIA RELATIONS

Release of information to the news media and the public.

CEO 5642 MEDIA RELATIONS

- -1 General
- -2 Newspaper Articles

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ACCESSION NO.

5643 MARKETING

The entirety of commercial activities that relates to planning, pricing, promotion, products or services distribution to its potential market.

CEO 5643 MARKETING

-1

5650 EMERGENCY PLANNING - GENERAL

Responsibility for identifying interfaces and establishing priorities for the allocation of normal resources between emergency and normal activities, to test Canada's emergency plans.

CEO 5650 EMERGENCY PLANNING

-1

5700 PROGRAM EVALUATION

Review and analysis of the departmental programs to evaluate their effectiveness in achieving objectives and the efficiency with which they are being administered.

CEO 5700 PROGRAM EVALUATION

-1 General

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ACCESSION NO.

5875 SUPPLY POLICIES

Overall planning and central policy guidance to ensure that the Supply Administration operates within the framework of applicable laws and regulations.

CEO 5875 SUPPLY POLICIES

-1

6300 PRODUCT PLANNING ACTIVITIES

Development and the updating of the plans and the strategies for products, which includes the planning for new supply methods for products and their related services.

CEO 6300 PRODUCT PLANNING ACTIVITIES

-1

6600 INTER-PROGRAMS - GENERAL

Examination of inter-program needs or demands to determine the value of using government procurement programs to support the goals and objectives of departments and agencies.

CEO 6600 INTER-PROGRAMS

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6615 INTERNATIONAL TRADE AND RELATIONS

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- 4- CCG Disposition of FTE by Division and Option
- 5- Plan Announced May 15, 1996
- 6- Partial Privatization (Main Plant Retained)
- 7- Privatization/Commercialization of CCG
- 8- Rothchild Imdemnity Request
- 9- Medial Lines on the Divestiture of CCG May 15, 1996
- 10- CCG Privatization May 30, 1996
- 11- Proposed Privatization of CCG. Implications of the ATI on the Privatization Process. April 25, 1996.
- 12- Scaled Down Operations

MISCELLANEOUS

- 1- Publishing Briefing Book
- 2- IT Division
- 3- Market Assessment Study
- 4- DND MOU

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- 5- Issues Government Business Opportunity (GBO)
- 6- Auditor General (Arthur Anderson Co.)
- 7- Intern Correspondence Dec. 1994

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