

SECRET

Amendment and Approval Form

Amendment and Approval Form's purpose is to keep track of the requested change, rationale, as well as the approval from the SSB Business Owner, DDG

Update requested by:

Date:

Indicate the requested update:

Indicate the rationale for the requested update:

Program Advisor comments:

Approved by:

Date of approval:

File #: ##

Effective date: 2019 01 15

Version 1

TRANSMITTAL SLIP / NOTE D'ENVOI

ADO cc: ADP		Classification SECRET	
From / De DG, SSB		File / Dossier	
Drafting officers / Rédacteurs Senior Analyst,		Date 2019 01 15	
Subject / Sujet Publication of Interim Direction for the		Governance System	
Action / Donnez suite <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Comments / Commentaires <input checked="" type="checkbox"/> Approval / Approbation <input type="checkbox"/> Information		Priority / Priorité <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Urgent <input type="checkbox"/> Immediate / Immédiate	
Record of Consultation/Approval Rapport de consultation/d'approbation		Comments / Commentaires	
Consulted Consulté		Concur D'accord Yes Oui No Non	
APPROVED BY: ADO SUPPORTED BY: DDG, <u>19/01/16</u> SSB DG, SSB <u>19/01/16</u> DG, PFR Audit & Evaluation Executive		Please find attached for your approval, the Interim Direction for the system. This document was written in order to complete recommendation one (1), action item (2) that was identified in the management response action plan (MRAP) This interim direction also satisfies the requirement set out in _____ are required to be used in a manner that is consistent with administrative law principles such as transparency, accountability, legality, and procedural fairness. This interim direction will remain in effect until procedures for _____ During the drafting process, SSB consulted _____ Upon reviewing the document, we welcome your comments in the official language of your choice.	
ccm# SSB19-32320			



INTERIM DIRECTION | ASSISTANT DIRECTOR OPERATIONS

Français

ADO-001

System

EFFECTIVE DATE: 2019 01 15
VERSION 1

FILE #:

REPLACES: New Interim Direction

1. INTRODUCTION

- 1.1 This interim direction will provide direction regarding and will remain in effect until procedures for

Background

- 1.2 constitutes an to support and authorized s.15 investigations, which enable the provision of security assessments to government partners under s.13 of the CSIS Act and security advice to our immigration partners under s.14 of the CSIS Act.

- 1.3 requires to be utilized in a manner that is consistent with administrative law principles such as transparency, accountability, legality, and procedural fairness. This interim direction will ensure these principles are adhered to in System.

Objective

- 1.4 To adhere to continued performance in support of CSIS' Government and Immigration Security Screening Program's effectiveness and efficiency.

- 1.5 To provide an overall governance framework for , including: defining roles and responsibilities; providing direction to employees on how to implement or amend rules; and, providing direction

(Interim Direction)

Applicability

- 1.6 This interim direction applies to employees who use or administer the use of system.

Policy Centre

- 1.7 Security Screening Branch (SSB) is the policy center for all matters relating to the governance of in consultation as required.
- 1.8 SSB is responsible for developing direction and guidelines, obtaining the required approvals, and ensuring that guidelines are implemented, monitored, reviewed, and decisions documented.

Related Policy Documents

- 1.9 The following documents may be used in consultation with this interim direction to provide further guidance regarding the governance of system:

- 1.10 The following document may be consulted for additional information related to SSB's program effectiveness and efficiency:

- a) "Performance Information Profile", as per Treasury Board Secretariat's Policy on Results

2. RESPONSIBILITIES

	Delegated Authority	Responsibility
2.1	Director General, SSB	a) Approves any recommended changes to this interim direction.
2.2	Deputy Director General (DDG), , SSB	a) Approves any changes to system by means of Amendment and Approval Form.
2.3	Chief or Head Government Security Screening (GSS)	a) Approves any employee originating Amendment and Approval Form requests prior to being sent to
2.4	SSB	a) Collaborates with to develop enterprise solutions. b) Enables and supports a vision for

System (Interim Direction)

		digital transformation. c) Accountable for the overview of system.
2.5	Program Advisor	a) Identifies capabilities requiring involvement. b) Conducts and c) between d) Collaborates with to develop solutions
2.6	Analyst	a) Reviews electronic data from SSB clients b) c) Sends results system.
2.7		a) Comprised of the SSB DG, DDGs, Chiefs, Heads basis to: i) Consider any matter or concern that will impede on the effectiveness and/or efficiency of system as well as SSB as a whole; and, ii) Communicate to relevant SSB stakeholders
2.8		a) The team works in collaboration with Program Advisor and and complete any system amendments or enhancements.

3. FUNCTIONALITY**Supporting Current and Future Business**

- 3.1 ensures the current rules are functional and reflective of SSB's current business by system's components, as well as answer questions and concerns raised by SSB in general.
- 3.2 The Program Advisor will consult with and remain informed of SSB's changing requirements to ensure continued enterprise effectiveness

System (Interim Direction)

and efficiency; particularly in regard to changing enterprise solutions throughout the Service that system will consult and collaborate with the system.

- 3.3 The Program Advisor will recommend and advise the concerning any incoming technology, issues, and any items regarding system, SSB processes, and
- 3.4 The Program Advisor will also provide technical support and training to SSB regarding System and will support management in a subject matter expert role on system, more generally.

Implementing New or Amending Current Rules

- 3.5 The Program Advisor is responsible for proposing new rules or amendments to current rules in order to ensure continued system effectiveness and efficiency.

3.6

- 3.7 will gather and solicit from SSB's units in order to assess ensuring that this information system

- 3.8 The Program Advisor will consider and investigate proposed amendments and new rules to system with the objective of improving effectiveness and efficiency. The Program Advisor will provide an assessment that will measure its impact to efficiency; potential risks to effectiveness, and other evaluative criteria as appropriate.

- 3.9 The team will consider any system requests as a priority, and will action the requested changes promptly, which is consistent with how other urgent production service requests are implemented.

Deployment Strategy for**System's Enhancements and Amendments**

- 3.10 Program Advisor, in consultation with will be responsible for the creation of a deployment strategy for all amendments to system.

4. AMENDMENT AND APPROVAL PROCESS

- 4.1 The Program Advisor will provide an assessment and recommendation on the proposed significant changes or amendments to the for their information and support.

- 4.2 The Program Advisor can consult in order to support the assessment and recommendations that will be considered by the

- 4.3 The will consider any new proposals from the Program Advisor, review issues and amendments to the current system and provide a platform for approval and support.

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members will communicate to relevant SSB stakeholders any key issues or changes.

- 4.4 The Deputy Director General (DDG), is accountable for the approval of system amendments.
- 4.5 The Program Advisor is responsible, to analyze, define, and communicate approved changes as per Amendment form and change log. The team and the Program Advisor will then deploy the requested amendment.
- 4.6 The Amendment form, which includes the DDG, approval, will be PA'ed by the Program Advisor to file

5. QUALITY CONTROL

Monitoring and maintenance

- 5.1 The Program Advisor will ensure system is functioning as well as For those reasons, it is essential that the Program Advisor consults with to maintain the integrity of SSB's

Amendment Validation

- 5.2 The Program Advisor will ensure system is functioning as required by monitoring the new amendments to system, post deployment.

Data Integrity

- 5.3 The Program Advisor in conjunction with system, in order to ensure parity for

Review

- 5.4 Before releasing a change into system, the Program Advisor will ensure testing is performed within the environment and of the results in order to discover any discrepancies. If the Program Advisor will revisit the strategy and repeat the testing cycle as necessary.

- 5.5 The Program Advisor will act as a support for the SSB users in responding to their questions, providing it is necessary. In doing so, the Program Advisor will be able to discover patterns as well as their urgency. By from a user point of view, the Program Advisor and the team will collaborate in order to implement the new item in a longer term deployment strategy.

- 5.6 The Analyst in cooperation with the Program Advisor will perform regular assessments of The analyst will consult the Program Advisor concerning the findings and will provide a report via email to

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- 5.7 The system. will be accountable for the overview of

6. REVIEW

- 6.1 will review this interim direction and/or subsequent procedures annually and provide any recommendations for changes to DDG SSB. DG SSB will approve any recommended changes to this interim direction and/or subsequent procedures.
- 6.2 The program Advisor will provide ongoing evaluation and review of system in consultation with the Analyst and team.

7. EVALUATION & REVIEW

- 7.1 This interim direction and any related appendices will be reviewed in the 2020-2021 fiscal year.

8. VERSION HISTORY

Version # (including file #)	Change(s)	Reason for Change	Approvals (Editorial, Minor - DG) (Substantive - DIR/DD/AD)	Effective Dates
		New		2019 01 15



Help

For further information or assistance on the Interim Direction for Governance System, please contact

SECRET

CGS-001 Interim Direction

SECRET

2019-xx-xx

TO: All Service Employees

FROM: Security Screening Branch and Foreign Relations Branch

SUBJECT: Updated CGS Publications: OPS-001 Interim Direction – System

This Interim Direction was developed by the Security Screening Branch (SSB) in consultation with the Policy Unit to fulfill a recommendation from the

that although the introduction of led to significant improvements in SSB program capacity and efficiency, there was also a need to improve its Governance.

This Interim Direction will provide an overall governance framework for system, including:

- a) defining roles and responsibilities;
- b) providing direction to employees on how to have rules implemented or amended; and
- c) providing guidance on and requirements.

This will make the process more comprehensive and consistent. The accompanying documentation of this process will also help ensure that will be communicated and well understood by everyone using this system.

By completing this Interim Direction, the Service is also one of the first government departments to be in compliance with

This Interim Direction will be integrated into the relevant

This interim direction is considered a minor revision aimed at providing an overall governance framework for the system and will be located in the CGS Policies and Procedures section of the Source. (link to Governance Document will be placed here). It is important to note that by completing this Interim Direction, the Service is one of the first government departments to be in compliance with Treasury Board Secretariat's Directive on

For more information, please contact DG Security Screening Branch (SSB) or DG Policy and Foreign Relations (PFR).

DG, SSB

DG, PFR