

CANADIAN MUSEUM OF NATURE DETAILED ACTION PLAN

to the recommendations of the **Special Examination** of the Spring 2017 Reports of the Auditor General of Canada

Report Ref. No.	OAG Recommendation	Departmental Response	Description of Final Expected Outcome/Result	Expected Final Completion Date	Key Interim Milestones (Description/Dates)	Responsible Organization/ Point of Contact (Name, Position, Tel #)	Indicator of Achievement (For Committee Use Only)
22	To enhance the monitoring of the Board of Trustees, the Corporation should establish a process for ensuring that the Board periodically receives the necessary information on the Corporation's compliance with laws and regulations, key corporate policies, and its code of values and ethics.	<i>Agreed. The Corporation will ensure the Board receives information periodically on the Corporation's compliance with laws and regulations, and will ensure documentation properly reflects the ongoing assurance provided to the Board on the compliance with key corporate policies, and its codes of values and ethics. This is expected to be in place by the end of the 2016–17 fiscal year.</i>	Board receives necessary information on a periodic basis, including key policies and codes of values and ethics.	Ongoing	1) Inventory of Acts and Regulations created in fall 2015 and confirmed November 2016 2) Assurance of compliance provided at the Feb 2017 Finance & Audit Committee meeting. Future compliance will be noted at the annual Finance & Audit Committee meeting.	Skye Cameron, Corporate Secretary, 613-566-4738	
25	The Corporation should continue to engage with the Minister of Canadian Heritage on the need for sufficient and timely appointments to the Board of Trustees, continue to provide the Minister with profiles of potential candidates, and reinforce the need for staggered terms of office.	<i>Agreed. Management and the Board will continue to work with the Minister of Canadian Heritage, in a manner that is consistent with the new process established by the government for Governor-in-Council (GIC) appointments.</i>	Consistent approach to GIC appointments.	Ongoing	1) New process launched and in-place as of late November 2016. 2) CMN board office supporting applications by current trustees and recommended candidates.	Skye Cameron, Corporate Secretary, 613-566-4738	
29	The Corporation should ensure that information on the implementation of risk mitigation strategies is provided regularly to senior management and the Board of Trustees.	<i>Agreed. Through the operations update provided at each Board meeting, management will associate each risk with the activities reported and will discuss with the Board the status of risk mitigation strategies, starting in the 2016–17 fiscal year.</i>	Information regarding risk mitigation strategies is provided to board on a regular basis.	Ongoing	1) New labelling of operations deck commenced at November 2016 board meeting 2) New labelling continuing at February 2017 board meeting	Margaret Beckel, President & CEO, 613-566-4731	
33	The Corporation should ensure that its IT security policy requirements are met. It should also test its Business Continuity Plan(BCP), as well as the critical information technology applications identified as part of the IT Disaster Recovery Plan (DRP).	<i>Agreed. The Corporation will ensure that its IT security policy requirements are met, including testing of its Business Continuity Plan and IT Disaster Recovery Plan. This work is under way and is expected to be completed by the end of the 2017–18 fiscal year.</i>	Validation of current DR/BCP plans as well as new data to adjust the plans accordingly.	Dec. 31, 2017	1) Investments required before a test have been made as at December 2016 2) Test to be scheduled for 17/18 fiscal year post ITSP RFP Award	Charles Bloom, VP Corporate Services, 613-566-4732	
46	To reduce backlogs, the Corporation should develop a plan that would establish priorities, with achievable milestones for identification and digitization of specimens in its collections.	<i>Agreed. The Corporation will enhance its current approach and develop a practicable and cost-effective plan establishing priorities, with achievable milestones, for identification and digitization of specimens in its collections. The review of the approach is expected to be completed by the end of the 2017–18 fiscal year and it will be reflected in the operational plan for the 2018–19 fiscal year.</i>	Reduced backlog of specimens.	March 31, 2018	1) Currently addressing identification and digitization backlogs with funding as available as per RC business plan. \$30,000 budgeted and spent in 16/17. 2) Multi-year approach to be developed during 17/18 and implemented as funding is available in future.	Mark Graham, VP Research & Collections, 613-566-4743	

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49	The Corporation should develop a plan that would set priorities for addressing conservation needs for its collections, and regularly monitor progress toward implementing the plan. It should also ensure that preservation practices and activities are documented in accordance with its Collections Conservation Policy.	<i>Agreed. The Corporation will enhance its current approach and develop a practicable and cost-effective plan establishing priorities, with achievable milestones, for identification and digitization of specimens in its collections. The review of the approach is expected to be completed by the end of the 2017–18 fiscal year and it will be reflected in the operational plan for the 2018–19 fiscal year.</i>	Prioritization plan for addressing conservation collection needs along with documented preservation practices and activities.	March 31, 2018	1) Review of the conservation policy and plan part of the RC business plan for 17/18.	Mark Graham, VP Research & Collections, 613-566-4743	
53	The Corporation should review its project management process for public offer activities, and its procedures for travelling exhibitions and Web content, to ensure that they are complete, still appropriate to the Corporation's needs, and followed.	<i>Agreed. Management will review its project management process for public offer activities, and its procedures for travelling exhibitions and Web content to ensure they are complete, still appropriate for the Corporation's needs and followed. Management expects this to be completed by the end of the 2017–18 fiscal year.</i>	Complete project management process for public offer activities, travelling exhibitions, and web content.	By March 31, 2018	<ol style="list-style-type: none"> 1) Project Management process reconfirmed summer 2016 and in operation. 2) Review of travelling exhibits procedures in the EE business plan for 17/18. 3) Review of web content management approach in the EE business plan for 17/18. 	Ailsa Barry, VP Experience & Engagement, 613-566-4286	
58	The Corporation should put in place formal project management practices for the replacement of systems supporting its operations, including the preparation and approval of a business case, the establishment of project timelines, monitoring of costs, and periodic reporting to senior management.	<i>Agreed. The Corporation will review its current project management approach, including requirements for project documentation and periodic reporting to senior management. In doing so, management will ensure that its practices are cost-effective and appropriate for the nature, complexity, risk, and cost of the projects. This is expected to be completed by end of the 2017–18 fiscal year.</i>	Defined process for initiating and tracking projects, including control/approval document.	Ongoing	<ol style="list-style-type: none"> 1) New approach for documenting and approval of project initiation in place December 2016 at Exec committee level. 2) Level of detail to be determined case by case depending on nature, complexity and risks associated with each project. Materiality, project leader experience, nature, scope, risks and cost all to be considered case by case. 	Charles Bloom, VP Corporate Services, 613-566-4732	