Draft Panel Communication.docx

DRAFT

PANEL COMMUNICATION

PURPOSE

Materials related to the work of the panel are highly sensitive and confidential and need to be protected. Also, there is a need to ensure that communication among the panel is as efficient as possible.

Project Manager

The project manager will be responsible for

- Setting up meetings – in person or teleconference
- Setting the agenda with the Chair and coordinating any briefings required by the panel
- Sending reminders to the panel members on agreed upon deliverables
- Coordinate panel information requests
- Coordinate responses to panel questions
- Respond to information requests and questions daily at 3:30PM, as needed, to all panel members.

Advisory Panel

For efficient handling of communication and limit the number of emails panel members receive:

- Information requests and questions submitted to project manager for consolidation and responses.
- Documents should be password protected using “Panel2017” when sending via email. Also, if using outlook, please chose “Confidential” prior to sending.
- Include “URGENT” in any urgent requests in the subject title.
- Advise the project manager to coordinate teleconference for short panel discussions to limit the number of emails.

Panel Meetings

Agenda and associated materials will be sent electronically by the Project Manager. Hard copies will be printed when requested.

Ethical Framework.pdf

3.3 Ethical Framework

Government appointees are required to fulfill the duties of their appointment in a professional, ethical and competent manner and avoid any real or perceived conflict of interest. In particular, and without limiting the generality of the foregoing obligations, a government appointee shall:

1. not use or attempt to use his or her appointment to benefit himself or herself or any person or entity;
2. not participate in or attempt to influence decision making as an appointee if he or she could benefit from the decision;
3. not accept a gift that could influence, or that could be seen to influence, the appointee in carrying out the duties of the appointment;
4. not use or disclose any confidential information, either during or after the appointment, obtained as a result of his or her appointment for any purpose unrelated to the duties of the appointment, except if required to do so by law or authorized to do so by the responsible Minister;
5. not use government premises, equipment or supplies for purposes unrelated to his or her appointment; and
6. comply with such additional requirements, if any, established by the entity to which the person is appointed, and/or the responsible Minister.

For the purposes of the above "confidential information" means information that is not available to the public.

A government appointee must declare a personal or pecuniary interest that could raise a conflict of interest concern at the earliest opportunity to the Chair or to the responsible minister or the minister's designate in the case of a Chair.

An appointee who is a public servant by virtue of being appointed to a "public body" that is prescribed under the *Public Service of Ontario Act* (PSOA) is subject to the conflict of interest rules set out in the PSOA and its applicable regulations.

Time Reporting.xlsx

Name
Billing Address

Date	Activitiy (Brief Description)	# of Hours
##############	Expert Panel Meeting at TBS Office	8.50
	Total	8.50

Travel Claim Form - Non-OPS.pdf

Ontario

Expense (General/Travel) Claim for Non-OPS Employees

Note

Personal information on this form is collected under the authority of the *Ministry of Treasury and Economics Act*, R.S.O. 1990, c.M.37, s. 11 and will be used to assess, verify and monitor eligibility for payment. For information regarding the collection of this information, please contact the financial services unit in your organization where you submit this form.

Only one cost centre per form. Where a tip/gratuity is included in the expense item being claimed, the gratuity/tip must be itemized separately.

Example : Receipt #1 for Lunch: $8.85 plus tax (13%) $1.15 = $10.00 plus tip $1.00. Total receipt #1 = $11.00
Expense item line 1: Lunch. Total Amount = 10.00, Tax Rate = 13%. Tax Amount = 1.15 (calculated), Net Amount = 8.85 (calculated)
Expense item line 2: Tip. Total Amount = 1.00, Tax Rate = 0, Tax Amount = 0.00 (calculated), Net Amount = 1.00 (calculated)

1. Claimant Information

Name of Claimant (Last Name) *	(First Name) *	Middle Initial

Ministry/Agency *	Telephone Number ext.

Address (Street Number and Name, Unit/Apt. Number) *	City/Town *	Province *	Postal Code *

Purpose of Trip and Nature of Expenses *

2. Transaction Details

Date	Particulars	Account Code				Kilometres		Receipt Details				
(dd/mmm/yyyy)	Explain General Expense Items (Destination, time of departure, return and mode of travel)	Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	South Ontario Km's	North Ontario Km's	**Total Amount**	Tax Rate % (HST/ GST)	Tax Amount	**Net Amount**	Rec. No.
	Total ▶											
							Total Claim Amount ▶					

3. IFIS Account Code – Claim Amount Summary

Claim No. | Claim Date (dd/mmm/yyyy)

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	Net Amount
1							0000	0000				
								Total Claim Amount ▶				

4. Claimant Certification

This is to certify that the above expenses were incurred by me while on Government Business.

Signature of Claimant (Mandatory)	Date (dd/mmm/yyyy)

Please visit www.ontario.ca/directpayment to download the application form to enrol for electronic payment.

5. Approval and Authorization

Name of Approving Official (Last, First Name) (Mandatory)	Title

Telephone Number ext.	Total Claim Amount Approved	Signature (Mandatory)	Date Approved/Authorized (dd/mmm/yyyy)

  Disponible en français

Travel at a Glance-Updated November 2015.doc

The TBS travel at a glance provides a quick reference guide to the most commonly incurred travel expenses. Employees are however advised to refer to the Travel, Meal and Hospitality Expenses directive (TMHED) for detailed guidelines on travel expenses.

Principles

→ Travel, meal and hospitality expenses submitted for reimbursement must:
  - be work-related
  - be modest and appropriate
  - strike a balance among economy, health & safety, and efficiency of operations

→ The government assumes no obligation to reimburse expenses that are not in compliance with the TMHED.

→ Claimants have an obligation to inform themselves of the requirements of this directive.

The Travel Directive can be located online at:
MyOPS →Business Sevices→Travel Card

Think Green

Where possible:

→ Reduce travel by teleconferencing and video conferencing.

→ Take public transit or carpool to and from offsite meetings.

Corporate Travel Card

→ The Bank of Montreal (BMO) MasterCard is the current Vendor of Record.

→ The corporate travel card must be used by employees for all business related travel expenses and any travel related expenses incurred by them on behalf of the ministry.

→ Travel expenses should be claimed at least monthly to avoid interest and delinquency charges which affects the OPS card rebate.

→ Insurance coverage including travel accident insurance, and flight and baggage delay/loss is provided when the travel card is used.

→ Interest and late charges will not be reimbursed.

→ The card is not to be used for personal purchases.

Further information on the Corporate Travel Card can be found online at:
MyOPS → Business Services → Travel Card

Travel Authorizations

Travel within Ontario

→ In TBS, prior verbal approval is required from the employee's immediate supervisor for travel expenditures up to $100 per single trip.

→ In TBS, with the exception of Level 2 ADMs, their equivalents and above, prior written approval is required from the employee's supervisor/spending authority for travel expenditures over $100 per single trip.

→ In TBS, written approval can be granted for regular scheduled trips for a period up to 6 months.

→ In TBS, written approval can be in the form of email, memo, etc.

→ Written approval must be attached to the iExpense/manual claims and should contain:
  - Approximate list of expenditures per trip e.g. air, meal and hotel
  - Approximate dates of travel
  - Destinations of travel
  - Purpose of travel

→ Taxi chits and subway tokens do not require pre-approval.

This applies to all travel where the final destination is within Ontario.

Travel outside Ontario but within Canada and Continental USA

→ Written approval for travel is required before expenses are incurred from:
  - The employee's immediate supervisor/spending authority
  - Branch Director/equivalent
  - Assistant Deputy Minister and;
  - Deputy Minister

→ A mandatory form is required for written approval.

Travel outside Canada and Continental USA

→ Written approval for travel is required before expenses are incurred from:
  - The employee's immediate supervisor/spending authority
  - Branch Director/equivalent
  - Assistant Deputy Minister and;
  - Deputy Minister
  - Minister and;
  - Secretary of the Cabinet

  → A mandatory form is required for written approval.

Please refer to the TBS FDOA Framework to determine the relevant spending authority, located online at:
TBS → BPFM → Financial Delegation of Authority

Travel by Air or Rail

→ HRG Canada is the Government of Ontario's Vendor of Record for corporate travel and its use for travel services is mandatory.

→ Travel by air or rail when it is the most practical and economical mode.

→ Air and rail tickets must be charged to the corporate travel card.

→ Charges for OPS employees' air and rail travel will continue to be diverted to a corporate account and paid centrally.

→ Employees are not to include their air and rail expenses in their iExpenses claims for reimbursement.

→ Economy Class should be used. Business class is permitted for international flights with approval from the deputy head or agency head.

→ To book travel call 1-866-855-4155.

The online profile is located at:
MyOPS → Business Services → Travel Gateway

Travel by Road

→ If road transportation is the most practical and economical mode, the order of preference for vehicle use is as follows:
  - Government vehicle
  - Rental vehicle
  - Personal vehicle

→ To book a government vehicle call 416-326-8712 or visit the OPS Fleet Management Centre.

→ Any fines incurred for traffic and/or parking violations while driving on Ministry business are the responsibility of the employee and will not be reimbursed.

Kilometre Reimbursement Rates for Personal Vehicle

Current rates, effective August 14, 2006, can be found in the TMHED.

Kilometres Driven	Southern Ontario ($ per km)	Northern Ontario ($per km)
0-4,000km	0.40	0.41
4,001 – 10,700km	0.35	0.36
10,701 – 24,000km	0.29	0.30
Over 24,000km	0.24	0.25

A personal vehicle can be used for travel when a government vehicle is not available and it would be more economical to use than a rental vehicle.

→ Employees should take the most direct, economical, safe and convenient route of travel.

→ Headquarters is defined as a person's regular place of business, normally a permanent ministry or agency facility.

→ Reimbursement for taxicabs between home and Headquarters will only be reimbursed under exceptional circumstances as mentioned in the TMHED.

Tips and Gratuities

→ Meals - maximum of 15% on pre-tax amount
→ Taxi – maximum of 10% on pre-tax amount

Meals

→ When more than one meal is claimed for any day, the combined meal rates may be allocated between meals. E.g. if both breakfast and lunch will be eaten, the combined rate is $20. This now becomes the maximum rate for the two meals, regardless of how much is spent on each meal.

→ For single meal claims (less than 2 meals), employees should be guided by the per meal rates, effective September 1st 2006:

	Rates
Breakfast	$ 8.75
Lunch	$ 11.25
Dinner	$ 20.00

Total	$ 40.00

Requirements for meal reimbursement:

→ The expenditure is incurred when the claimant is required to work during or through normal meal periods; or the claimant is away from his or her headquarters area (area surrounding the claimant's usual workplace having a perimeter that is at a distance of 24km from the workplace) on government business
→ Original itemized receipts have to be submitted.
→ Meal rates include taxes and gratuities.
→ Gratuities shouldn't exceed the 10%-15% range.
→ If meal allowance is exceeded, a reasonable explanation has to be submitted with the claim and approved by the manager.
→ No alcohol can be claimed.

Business-Meal
→ Business meals are food provided to OPS employees, cost per person must follow the meal rates outlined in the TMHED.
→ Expenses must be for government business only and not for social events (e.g. office social events, retirement parties or holiday lunches).
→ For business meeting meals to be reimbursed, prior written approval must be obtained before the expenses are incurred, and the most senior person in the group is responsible for paying and claiming the expense.
→ No alcohol can be claimed.

Please refer to the TBS FDOA Framework to determine the relevant spending authority, located online at:
TBS → BPFM → Financial Delegation of Authority

Hospitality
→ Provision of food, beverage and other amenities at public expense to people who are not engaged in work for the government.
→ Approval from the appropriate spending authority must be obtained before the expenses are incurred.
→ Government facilities should be used. Hospitality in private residences or recreational settings must have prior approval of the deputy head.
→ Limited approval for alcohol is permissible under special circumstances and a mandatory form will have to be filled out for Ministries and Agencies.
→ Attendees must be listed by name and position titles.
→ Costs must be supported by original receipts.

Please refer to TBS FDOA Framework to determine the relevant spending authority, located online at:
TBS → BPFM → Financial Delegation of Authority

Personal Expenses
Personal expenses cannot be claimed for reimbursement and include:
→ Personal grooming expenses, such as spa treatments.
→ Recreational items such as video rentals, mini bar, etc.
→ Laundry and dry-cleaning, unless the employee has been on a business trip for 5 consecutive business days or more.
→ Health club memberships and golf memberships.

Dependant care is allowed in exceptional circumstances only, as outlined in the Travel, Meal and Hospitality Expense Directive.

Claiming Expenses
When submitting an iExpenses claim, claimants must provide the following to their managers:

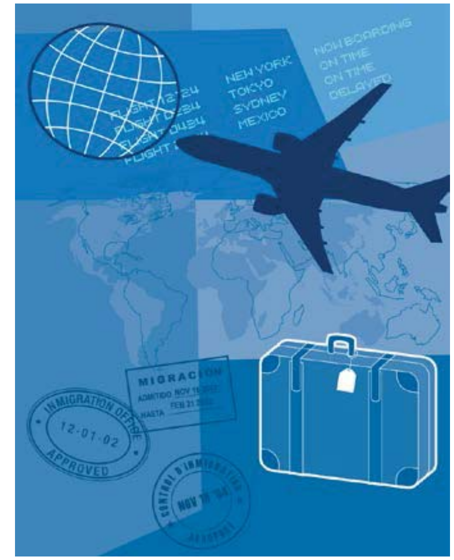
→ With exception of Level 2 ADMs, their equivalents and above, prior written approval for travel expenditures over $100 for travel within Ontario.
→ Relevant mandatory forms for travel within Canada and USA/outside Canada and the USA.
→ Original receipts to support expense claims.
→ Travel, meal and reimbursed hospitality expenses incurred after April 1, 2010 by OPS senior executives will be posted online.

Please refer to the Travel Directive FAQ's for information regarding who is required to post their expenses.

Lost Receipts
All claims must be supported by original itemized receipts and credit card receipts. In the event of a lost receipt the claimant must:
→ Explain nature of receipt and provide the dollar amount.
→ Provide a signed statement stating that the receipt was lost.

TREASURY BOARD SECRETARIAT

Travel at a Glance



For Ministry Employees

Updated November 2015

Business Planning and Financial Management Branch

In accordance with the Travel, Meal and Hospitality Expenses Directive revised April 2010 and the TBS Financial Delegation of Authority revised April 2014

Website address:
http://intra.TBS.gov.on.ca/BPFM→Travel