**PERFORMANCE AGREEMENT AND EVALUATION FORM**

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| **PERFORMANCE CYCLE:** | FROM: | **\_\_\_\_\_\_** | TO: | **\_\_\_\_\_\_** |
| Note: Performance Agreements and Evaluations should be succinct (i.e. 2-3 pages) and should highlight the main commitments and results achieved. For further details on completing this form, see the [*Performance Management Program Guidelines for Deputy Ministers, Associate Deputy Ministers and Individuals Paid in the GX Salary Range*](https://www.canada.ca/en/privy-council/programs/appointments/governor-council-appointments/performance-management/senior-public-servants.html). |

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| **SECTION A: PERSONAL INFORMATION** |
| NAME: |  |
| POSITION TITLE: |  |

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| **SECTION B: OFFICIAL LANGUAGES** |
| Part V, section 34 (2) of the *Official Languages Act* requires deputy ministers and associate deputy ministers in departments listed in Schedule 1 of the *Financial Administration Act* (FAA) to take the language training that is necessary to be able to speak and understand clearly both official languages. As part of the Performance Management Program, the Clerk of the Privy Council has extended the expectation to all deputy ministers and associate deputy ministers, including those in a department not listed in Schedule 1 of the FAA, that they also take the necessary language training to be able to speak and understand clearly both official languages.Please indicate whether you require training to meet the requirement above. Yes [ ]  No [ ]   |
| If **yes**, please outline your **commitments** for language training and any other planned activities during the performance cycle to achieve second official language proficiency requirements | Please outline your **results achieved** following language training and any other activities undertaken during the performance cycle to achieve second official language proficiency requirements |
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| **SECTION C: POLICY AND PROGRAM RESULTS** |
| Commitments that are based on the business plans of the organization and that reflect priority areas of focus of the Government. |

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| **Commitments** | **Performance Measures** | **Results Achieved** |
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| **Narrative on Policy and Program Results** |
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| **SECTION D: Management Results** |
| The Management Accountability Framework (MAF) sets out the conditions for good management within departments. These conditions translate into generic commitments consistent with management expectations based on the Treasury Board policy suite and serve as benchmarks for expected performance of all deputy ministers. **Should Management results not be available through the MAF for the 2024-25 reporting period, you will be asked to provide a summary of results in your performance evaluation.** |

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| **Commitments** | **Performance Measures** | **Results Achieved** |
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| **Narrative on Management Results** |
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| **SECTION E: Leadership Results** |
| The Key Leadership Competencies (i.e. creating vision and strategy, mobilizing people, upholding integrity, etc.) are generic commitments and serve as a benchmark for expected performance of all deputy ministers. **As such, there is no need to include leadership results in the performance agreement unless to highlight a particular initiative.** |

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| **Commitments** | **Performance Measures** | **Results Achieved** |
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| **Narrative on Leadership Results** |
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| **SECTION F: corporate Results** |
| These commitments reflect current Government priorities. They are identified on an annual basis and the results will be evaluated and rewarded based on the collective contribution of the organization towards the corporate commitments. Consistent with the assessment principles outlined in section 4.2 of the [*Performance Management Program Guidelines for Deputy Ministers, Associate Deputy Ministers and Individuals Paid in the GX Salary Range*](https://www.canada.ca/en/privy-council/programs/appointments/governor-council-appointments/performance-management/senior-public-servants.html), it is recommended that the summary include a focus on progress made to significantly and meaningfully advance Reconciliation, Anti-Racism, Diversity, Equity, Inclusion and Accessibility in the Public Service. |

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| **Commitments** | **Performance Measures** | **Results Achieved** |
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| **Narrative on Corporate Results** |
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