

SCHEDULE “C” – INFORMATION SHARING

This Schedule outlines information sharing protocols recognizing that the Technical Standards and Safety Authority (the Corporation) shall respond in an expeditious manner to all requests made by the Minister relating to:

- (a) the governance of the Corporation;
- (b) the administration of this Act and the regulations by the Corporation;
- (c) the memorandum of understanding under section 3.15 of the Act; or
- (d) a policy direction issued by the Minister under section 3.14 of the Act.

This Schedule outlines information sharing protocols not already specified in the MOU or other Schedules to the MOU (e.g. Corporate Planning and Reporting, Fee Setting Process and Criteria, Auditing Arrangements).

Unless specifically outlined in this Schedule, when making information requests of the Corporation the Ministry shall inform the Corporation of the timeframe in which the information is needed.

To facilitate information sharing the Corporation and the Ministry will seek to achieve a “one-window” policy with the Corporation’s Public Relations and Communications Department and the Ministry’s Sector Liaison Branch being the access points.

In addition, the Corporation’s Public Relations and Communications Department and the Ministry’s Sector Liaison Branch shall make reasonable efforts to meet quarterly to discuss current issues, needs and other matters necessary for the proper administration of the Schedule C.

Description	Responsibility	
	Ministry	Corporation
Information requests made by the Ministry of the Corporation	The Ministry shall make best efforts to share with the Corporation the context in which the request for information is being made.	The Corporation shall respond in an expeditious manner to all requests made by the Minister.
Cabinet Submissions		
All issues	Policy develops submission in cooperation with Sector Liaison.	Corporation is consulted where appropriate.
Correspondence		
<i>The Ministry and the Corporation will work together to issue responses whenever possible in a timely fashion respecting the requirement for the Ministry to respond to all correspondence in five (5) business days.</i>		

On all subjects directed to the Minister or Ministry	Actioned to Sector Liaison which actions to Corporation or drafts reply indicating referred to Corporation for direct response or drafts reply.	Responds directly under Corporation's own signature and copies Sector Liaison or supplies Sector Liaison with information required to reply.
Briefing Notes		
For Minister or Ministry meetings with the Corporation's stakeholders	Sector Liaison/Policy coordinates preparation of material, makes reasonable effort to notify the Corporation of the meeting, and discusses with the Corporation.	Provides Sector Liaison with relevant information on stakeholder/issues.
For Corporation's meetings with Ministry stakeholders (e.g. other ministries or agencies)		The Corporation makes reasonable effort to notify Sector Liaison of the meeting, and discusses with Sector Liaison.
Issue Notes		
<i>The Ministry and the Corporation will work together to issue responses in a timely fashion respecting the requirement for the Ministry to respond to all requests for Issues Notes within the timeframe specified (timelines could be as short a 30 mins to 1 hr and requests could be issued as early as 7 am).</i>		
On any subject (Designed for use in the Legislature)	Sector Liaison prepares issues note and supplies to Ministry Communications. Requests for information to develop issues notes will be accompanied by a deadline for response.	Corporation provides information to Sector Liaison within timeframe specified.
Issues Management		
Emergencies, accidents and fatalities	When the Ministry is informed by the Corporation or through media reports, refer to "Emergency and Serious Incident Communication Protocol".	Corporation informs Sector Liaison in accordance with the "Emergency and Serious Incident Communication Protocol" as established between the two parties.
Other possible contentious items: (e.g stakeholder grievances/concerns, corporate restructuring, etc.)	Sector Liaison informs Ministry Communications.	Corporation informs Sector Liaison and provides relevant details, key messages and response strategy.
Media Relations		
Requests made to the Ministry for interviews and background material on the Corporations operational issues	Ministry Communications notifies Sector Liaison who, as appropriate, refers the request to Corporation or obtains the required information.	Corporation provides the required information or responds directly and advises Sector Liaison of the outcome from the media engagement.
Media releases issued by the Corporation	Sector Liaison shares a copy of the media release with Ministry	TSSA prepares and shares copy of same to Sector Liaison

	Communications.	at its earliest opportunity and before release is issued to media.
Speeches/Speaking Notes		
All Ministry speeches/speaking notes (any topic)	Ministry Communications prepares, Sector Liaison advises the Corporation.	Supplies Sector Liaison with information.
Minister's Scorecard		
Metrics and performance measure results	Sector Liaison will make request for metrics and performance measure results from the Corporation from time to time to facilitate the publication of the Minister's Scorecard.	Supplies Sector Liaison with metrics and performance measure results as available at the time when requested.
Other		
Information concerning Board member competencies	Sector Liaison will make requests for information as and when required.	The Corporation shall provide, at least once annually, and as requested: Board member names; tenure; and a competencies analysis.
Information concerning communications campaigns/activities undertaken by the Corporation	Sector Liaison makes request to Corporation for information regarding planned communications campaigns/activities.	Provides information on key communication activities to Sector Liaison on a quarterly basis and on request.

[As originally signed by George Irwin](#)
 Chair of the Board
 Technical Standards and Safety Authority

[April 27, 2010](#)
 Date

[As originally signed by Sophia Aggelonitis](#)
 The Honourable Minister Sophia Aggelonitis
 Ministry of Consumer Services

[April 28, 2010](#)
 Date