

2023-2026

ACTIVITY PLAN

Office of the Executive Council



MESSAGE FROM THE PREMIER

As Premier and Minister for the Office of the Executive Council, I am pleased to present the 2023-26 Activity Plan. The mandate of the Office of the Executive Council, as reflected in this Activity Plan, is to provide leadership, coordination, advice and guidance to support decision-making, planning, and policy development processes within the Government of Newfoundland and Labrador. This entails supporting the work of Cabinet and its committees, as well as the work of all departments and agencies as they implement their respective mandates.

The core activities of the Office of the Executive Council will assist in achieving my Government's vision for Newfoundland and Labrador – one of social, economic, cultural and environmental sustainability.

The Office of the Executive Council is a category three government entity under the **Transparency and Accountability Act**. As Premier, I am accountable for the preparation of this plan and the achievement of its goals and objectives. Based on the priority identified, annual performance reports will be tabled in the House of Assembly each year to report on the progress on achieving the goals and objectives set out in this activity plan.

Sincerely,

A handwritten signature in black ink, which appears to read "Andrew Furey". The signature is stylized and cursive.

Honourable Dr. Andrew Furey
Premier

Table of Contents

Departmental Overview	3
Organizational Structure	3
Staff and Budget	4
Objectives	5
Issue One – Providing Support to Cabinet and Committees of Cabinet.....	5
Issue Two: Providing Support to the Premier.....	6
Issue Three – Providing Support to the Clerk of the Executive Council as Head of the Public Service	7
Issue Four – Provision of Government-Wide Communications Functions	9
Issue Five – Provision of Support to Public Bodies on Access to Information and Protection of Privacy	10

Departmental Overview

Organizational Structure

The Office of the Executive Council is the department of the Premier of Newfoundland and Labrador. The Office of the Executive Council supports the general operations of the provincial government, including those of Cabinet and the broader public service, through the provision of leadership, coordination, advice and guidance to the Premier, Cabinet, committees of Cabinet, and provincial government departments and agencies.

For planning and reporting purposes under the **Transparency and Accountability Act**, the Office of the Executive Council is a category three entity and includes: The Office of the Clerk of the Executive Council, including Cabinet Secretariat and the Provincial Protocol Office; the Access to Information and Protection of Privacy Office; the Communications and Public Engagement Branch; the Lieutenant-Governor's Establishment; and, the Financial Administration Division.

There are entities within the Office of the Executive Council that, in accordance with the **Transparency and Accountability Act**, prepare separate multi-year plans and annual reports. These are: Treasury Board Secretariat; the Office of the Chief Information Officer; the Intergovernmental Affairs Secretariat; the Office of Indigenous Affairs and Reconciliation; and, the Office of Women and Gender Equality.

Staff and Budget

Division	# of Employees	Budget
Office of the Clerk of the Executive Council, including Cabinet Secretariat, and the Provincial Protocol Office	25	\$2,576,900
Lieutenant-Governor's Establishment	11	\$681,700
Access to Information and Protection of Privacy Office	6	\$2,575,400
Communications and Public Engagement Branch	25	\$3,299,600
Financial Administration Division	7	\$777,500

The work of the Office of the Executive Council is supported by 74 employees, with an approximate budget of \$9.9 million (Estimates 2023). For more information, please see www.gov.nl.ca/exec/

Objectives

Issue One – Providing Support to Cabinet and Committees of Cabinet

One of the primary roles of the Office of the Executive Council is to support the decision-making processes of the executive branch of government by providing non-partisan advice and support to Cabinet and committees of Cabinet. Cabinet meets regularly to consider policy, program, regulatory, and financial issues as prepared by departments and advanced by ministers of the Crown. The Office of the Executive Council plays a critical role in supporting the Cabinet process, ensuring the effective operation of Cabinet and its committees, liaising with departments and agencies to ensure that necessary actions are taken further to the direction of Cabinet, and facilitating the coordination of initiatives that involve all or multiple departments and agencies.

Objective 1:

By March 31, 2024, the Office of the Executive Council will have supported the operations of Cabinet and committees of Cabinet.

Indicators:

- Number of Cabinet meetings held;
- Number of Cabinet committee meetings held; and,
- Number of Orders in Council issued.

Objective 2:

By March 31, 2025, the Office of the Executive Council will have supported the operations of Cabinet and committees of Cabinet.

Objective 3:

By March 31, 2026, the Office of the Executive Council will have supported the operations of Cabinet and committees of Cabinet.

Issue Two: Providing Support to the Premier

The Office of the Executive Council is the branch of the provincial government that provides direct, impartial support to the Premier's role in setting overall government policy, coordinating initiatives brought forward by ministers, and developing responses to government-level issues. The Office of the Executive Council provides briefings to the Premier on matters that will be considered by Cabinet, provides briefing notes to the Premier submitted by departments and agencies on the emergence or status of major issues or those that are likely to attract considerable public attention, and meets regularly with the Premier and senior staff to ensure that appropriate responses are developed for government-wide issues and those that are a priority for the Premier.

Objective 1:

By March 31, 2024, the Office of the Executive Council will have supported the Premier as head of the executive branch of government.

Indicator:

- Number of briefing notes provided to the Premier's Office.

Objective 2:

By March 31, 2025, the Office of the Executive Council will have supported the Premier as head of the executive branch of government.

Objective 3:

By March 31, 2026, the Office of the Executive Council will have supported the Premier as head of the executive branch of government.

Issue Three – Providing Support to the Clerk of the Executive Council as Head of the Public Service

The Clerk of the Executive Council is the most senior government official and is responsible to the Premier for the overall effectiveness of the public service. In this role, the Clerk of the Executive Council oversees recruitment and training for senior executives; communicates regularly with deputy ministers through group meetings to share information and discuss matters that affect the public service and residents of the province; oversees the annual Public Service Award of Excellence to recognize leadership and excellence in the public service; and, works with the Provincial Protocol Office and the Lieutenant-Governor's establishment respecting various ceremonial events, including the bestowal of the Order of Newfoundland and Labrador, the Newfoundland and Labrador Bravery Award, and the Newfoundland and Labrador Volunteer War Service Medal.

Objective 1:

By March 31, 2024, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Indicators:

- Number of executive development training sessions offered and number of executives participating in those sessions;
- Number of deputy minister group meetings held;
- Number of inductees to the Order of Newfoundland and Labrador;
- Number of Public Service Awards of Excellence bestowed;
- Number of recipients of the Newfoundland and Labrador Bravery Award; and,
- Number of recipients of the Newfoundland and Labrador Volunteer War Service Medal.

Objective 2:

By March 31, 2025, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Objective 3:

By March 31, 2026, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Issue Four – Provision of Government-Wide Communications Functions

The Communications and Public Engagement Branch is responsible for managing the communications and public engagement functions of the provincial government. The Branch coordinates communications and consultation activities of all government communications staff and of all departments; provides long-term planning to achieve government's communication goals; provides media monitoring; provides advice to navigate issues as they arise; and, advances practices of sound public engagement, strategic planning, and annual reporting.

Objective 1:

By March 31, 2024, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

Indicators:

- Number of communications plans reviewed;
- Number of news releases distributed;
- Number of news conferences held; and,
- Number of public engagements held.

Objective 2:

By March 31, 2025, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

Objective 3:

By March 31, 2026, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

Issue Five – Provision of Support to Public Bodies on Access to Information and Protection of Privacy

In 2023, the Access to Information and Protection of Privacy Office (ATIPP) transitioned under the Office of the Executive Council. The ATIPP Office oversees the implementation and coordination of the **Access to Information and Protection of Privacy Act, 2015** by providing guidance and assistance to public bodies that are subject to the Act. This is accomplished through training and providing advice and guidance as well as through the development of policies, procedures, guides and education resources.

Objective 1:

By March 31, 2024, the Office of the Executive Council will have undertaken initiatives to support public bodies in discharging their obligations related to access to information requests and protection of privacy.

Indicators:

- Number of training sessions conducted;
- Number of privacy assessments reviewed.

Objective 2:

By March 31, 2025, the Office of the Executive Council will have undertaken initiatives to support public bodies in discharging their obligations related to access to information requests and protection of privacy.

Objective 3:

By March 31, 2026, the Office of the Executive Council will have undertaken initiatives to support public bodies in discharging their obligations related to access to information requests and protection of privacy.

