

1. Executive Sponsor

This section identifies the Vice President accountable for the content of the policy.

“The Vice President, [Title] has approved this Instructions document and revisions thereafter.”

2. Definitions

If words or expressions are used in the policy that have specific or unique meanings that might not be universally understood, the meanings of these words and expressions should be defined and listed in alphabetical order in this section, otherwise please use N/A. Also, please refer to the CCC Glossary of Terms and Acronyms for those commonly used.

3. Application, Compliance, and Monitoring

This section must include the following statement:

“This instruction applies to all CCC employees, consultants, contractors and temporary staff. The Policy Suite Governance Policy (PG-101) shall be consulted regarding Application, Compliance and Monitoring of this document.”

This section is also used to highlight circumstances where the application of the policy shall be limited.

4. Context

This section is used to explain the purpose of/rationale for the instruction and the context in which it must be read.

This section is also used to express clearly and concisely how the instruction relates to the policy it is supporting, i.e., how it is amplifying the requirement(s) set out in the policy (without duplicating word for word of that policy).

5. Instruction Requirements

This section forms the core of the instruction. It sets out in greater detail (when required) how Vice Presidents must meet a requirement set out in the policy to which the instruction is linked.

It must start with “Vice Presidents (if not all, specify which Vice Presidents) are responsible for ensuring that:” and the following list of requirements must be sequentially numbered (5.1, 5.2, etc.).

Monitoring requirements associated with instructions are generally set out at the policy level, but if instruction-specific monitoring requirements apply, they are set out as the final requirements in this section of the instruction.

6. Annexes and Appendices (as required)

An annex and an appendix are both forms of addendums to a main document. An appendix contains data that cannot be placed in the main document and has references in the original copy or file. An annex, on the other hand, is usually a standalone document that offers additional information than contained in the main document. By their nature, Annexes will form the majority of addendums to policy documents. Annexes shall be lettered consecutively with capital letters (i.e. A, B, C) in the order in which they are referred to in the parent document. A single annex is Annex A. On the other hand, Appendices are numbered consecutively.

This section lists any Annexes and/or Appendices to the body of the document.

7. References

This section identifies internal and external related documents that provide context for the requirements enumerated in the policy, or to which practitioners might wish to refer for additional policy guidance and is organized as follows. (It is recommended to avoid direct links to external references):

External (if any)

Legislation
Federal Policies

Internal (if any)

CCC Policies
CCC Instructions
CCC Guidelines

8. Exceptions

This section must include the following statement (please make sure the statement does not conflict with Delegation of Financial or Human Resources Authorities):

“The Vice President (Executive Sponsor) must approve any exception to this Instruction through the use of the Exception Authorization Form found within the Policy Suite Management Procedures (PR-101-EN).”

9. Enquiries

This section identifies by position title the contact for policy interpretation and clarification (normally at Director level).

“Questions and requests for interpretation/clarification should be submitted to the Director, [Title].”