Impact Canada Initiative (ICI) Process

**Exploration Phase**

1. **Intake**
   - Continuous intake and assessment of departmental Expressions of Interest (EOI)
   - IIU assesses EOI and departmental Ts&Cs, and makes recommendation at IIU management meeting.
   - IIU Assistant Secretary approves project concept to proceed to next phase.

2. **Co-Development**
   - Co-design of project among IIU, departments, and key stakeholders
   - Minister of DI receives ongoing updates of project concepts via ICI project tracker.
   - IIU co-designs project with partner department and external partners, including developing project plan and verifying department’s due diligence checklist.
   - Partner department co-designs project with IIU/external partners, including development of project plan and completion of due diligence checklist.

3. **Joint Two-Key Sign-Off**
   - Project approval and sign-off to enable use of ICI Ts&Cs
   - Deputy Secretary, Results & Delivery approves project brief and transmits to Minister of DI for final approval (cc: Deputy Secretary, Governance); shares project briefs with Deputy Minister Task Force on Public Sector Innovation.
   - Ministry of DI approves project brief to activate first “key”, enabling the use of the ICI Ts and Cs.

4. **Initiation**
   - Project launch and implementation, including communications activities
   - Partner department implements and manages project, including ongoing communications activities, according to existing policy and program requirements. Note: funding for projects remain within departments with accountability residing with relevant Ministers.
   - Minister of DI plays ongoing role of champion for ICI (e.g., joint announcement with Minister of partner department, other communications opportunities, as appropriate).

5. **Evaluation**
   - Ongoing monitoring and evaluation of ICI approach and specific projects
   - IIU advises and assists in project-level evaluations and impact measurement strategies, and helps broker partnerships to undertake rigorous evaluations. In addition to looking at impact at an intervention level, IIU assesses the impact of ICI overall.
   - Partner department collects relevant data to report back on effectiveness of using ICI-supported funding approach and on a project’s impact.

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**Key Products**

- EOI
- Assessment Report (EOI Assessment(s) + Ts&Cs Analysis)
- Record of Decision from IIU management meeting
- Project Plan (e.g., design, evaluation, partners)
- Project Brief
- Due Diligence Checklist (e.g., consultations with legal, finance, etc.)
- Letter from IIU Assistant Secretary to Assistant Secretary of Government Operations Sector, Treasury Board Secretariat (TBS)
- Quarterly report (as needed) from Minister of DI to President of the Treasury Board
- Communications products (e.g., web content for Impact Canada Platform, IIU and departmental announcements and press releases, social media messaging)
- Impact reports from projects
- Summary publications on “what works” in policy portfolios covered by ICI
- IIU Annual Report

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**Accountable Minister(s)**

- Minister of Democratic Institutions (DI)

**Partner Department(s)**

- Impact & Innovation Unit (IIU), Privy Council Office (PCO)