



Government  
of Canada

Gouvernement  
du Canada

# NOMINATION GUIDE



# Regulatory Excellence Awards 2019

Canada 

# About the Regulatory Excellence Awards

**The Community of Federal Regulators (CFR)** recognizes the outstanding achievements of regulatory professionals across the federal government through the presentation of the Regulatory Excellence Awards.

The awards recognize best practices and achievements of individuals and teams in several categories:

- Exceptional Contribution by a Regulatory Professional
- Inspirational Young Professional
- Excellence in Regulatory Development
- Excellence in Regulatory Service Delivery
- Excellence in Compliance & Enforcement
- Excellence in Regulatory Innovation
- Excellence in Regulatory Openness & Transparency
- Excellence in Regulatory Cooperation & Collaboration

## Five Steps to Submit a Nomination

1. Please review the criteria for each award as outlined in this guide (pages 2-5).
2. Select **one category** that best suits your nomination.  
*A nomination will only be considered under the category in which it is submitted.*
3. Ensure that Nomination Guidelines are respected (page 6).
4. Complete the Nomination Form.  
*[http://www.gcpedia.gc.ca/wiki/CFR\\_regulatory\\_excellence\\_awards\\_2019](http://www.gcpedia.gc.ca/wiki/CFR_regulatory_excellence_awards_2019)*
5. Submit your completed Nomination Form to the CFR.  
*[cfr-crf@canada.ca](mailto:cfr-crf@canada.ca)*

### **NOMINATION CLOSING DATE:**

Thursday, July 25, 2019

11:59 PM

Pacific Daylight Time

## Category 1: Exceptional Contribution by a Regulatory Professional

This award recognizes a regulatory professional who has made a significant and lasting contribution to their organization and the federal regulatory field. **Open to individuals only.**

### Nominations must clearly highlight examples of how the candidate:

- upheld a consistent history of contribution and commitment in a regulatory function, over and above the call of duty;
- demonstrated the utmost integrity, emphatic engagement, and stellar competence;
- made a significant impact on a regulatory function and the safety, security, and prosperity of Canadians.

## Category 2: Inspirational Young Professional

This award recognizes the outstanding abilities of a young regulatory professional\*. **Open to individuals only.**

### Nominations must clearly highlight examples of how the candidate:

- upheld a consistently high standard of work with a commitment to quality;
- exemplified motivation, commitment, and initiative in their approach to the regulatory profession;
- contributed to a special achievement in a regulatory field;
- showed leadership (or leadership potential) in embracing and/or promoting innovative approaches and technologies.

\* A young professional is defined as someone under 40 years of age with fewer than 10 years of experience in the regulatory field.



## Category 3: Excellence in Regulatory Development

This award recognizes excellence in the development of a regulatory or non-regulatory instrument that is effective and appropriate to achieve policy results.

### **Nominations must clearly highlight examples of how the candidate or team:**

- enabled vision and creativity in regulatory development;
- engaged citizens and partners in an open and transparent manner;
- embraced or promoted new technologies and/or innovative problem-solving approaches;
- considered needs and concerns of end users in the development and risk assessment;
- achieved a reduction of burden on the regulated community and/or considered impacts on the environment, diverse populations (SGBA+), and/or modern treaty implications.

## Category 4: Excellence in Regulatory Service Delivery

This award recognizes excellence in regulatory service delivery.

### **Nominations must clearly highlight examples of how the candidate or team:**

- considered user perspective in the service design and delivery;
- improved accuracy, timeliness, and accessibility of regulatory services and programs;
- promoted a strong client-centric service culture with the regulatory organization;
- has been acknowledged by clients, peers, stakeholders, or partners for exemplary performance;
- demonstrated continuous service improvement and/or movement towards digital services;
- considered service standards, burden reduction, and/or cost-savings to government.



## Category 5: Excellence in Compliance & Enforcement

This award recognizes excellence in compliance promotion, compliance verification, inspections, investigations, and/or other related enforcement activities which have enhanced the protection of the health, safety, security, and prosperity of Canadians.

**Nominations must clearly highlight examples of how the candidate or team:**

- demonstrated exceptional dedication to a particular case;
- overcame significant challenges and/or complexity in the fulfillment of duties;
- achieved tangible results and/or outcomes for the health, safety, security, and prosperity of Canadians;
- has been acknowledged by clients, peers, stakeholders, or partners for exemplary performance;
- demonstrated innovative work by embracing new approaches or technology.

## Category 6: Excellence in Regulatory Innovation

This award recognizes the exceptional development of an innovative approach or delivery of a regulatory initiative.

**Nominations must clearly highlight examples of how the candidate or team:**

- took a risk in the regulatory field through transformation or innovation;
- deployed an experimental approach to regulatory development or delivery;
- applied new and emerging technologies to improve internal efficiencies, stakeholder engagement, and/or access to data;
- adopted innovative problem-solving approaches to inform regulatory development and delivery.



## Category 7: Excellence in Regulatory Openness & Transparency

This award recognizes a regulatory initiative that has demonstrated success in sharing information and/or engaging stakeholders and citizens in a meaningful manner.

### **Nominations must clearly highlight examples of how the candidate or team:**

- engaged citizens and partners in an open and networked environment;
- adopted new technologies to improve consultation, collaboration, and access to data;
- sought new ways to clearly communicate to Canadians how decisions have been made and how to be involved;
- shared data and information to allow Canadians to make informed decisions;
- reported publicly on inspections and other compliance activities for all product lines, businesses, and activities.

## Category 8: Excellence in Regulatory Cooperation & Collaboration

This award recognizes a regulatory initiative that has demonstrated success through a collaborative or cooperative endeavor with another organization and/or jurisdiction

### **Nominations must clearly highlight examples of how the candidate or team:**

- demonstrated successful outcomes on a collaborative or cooperative initiative\*;
- produced efficiencies as a result of collaborative activities;
- improved regulatory policy or service delivery through the harmonization, alignment and/or coordination of regulatory requirements;
- reduced duplication or redundant regulatory requirements;
- implemented an innovative method for cooperating with partners.

\* including cooperation agreements made through the US-Canada Regulatory Cooperation Council (RCC), Regulatory Reconciliation and Cooperation Table (RCT), and/or the EU-Canada Regulatory Cooperation Forum (RCF).



# Nomination Guidelines

## Eligibility

- The awards are open to any individual or team working within the Canadian federal government.
- Any initiative being nominated must have been started within the past three years.
- Team nominations may include partners from other federal departments, as applicable.

## Who May Nominate

- Anyone with knowledge of the initiative or candidate may submit a nomination.
- The nomination must be endorsed by a senior manager (Director-level or higher).

## Nomination Process

- Nominations may be submitted electronically and in either official language.
- The **CFR Nomination Form** must be used:  
[http://www.gcpeia.gc.ca/wiki/CFR\\_regulatory\\_excellence\\_awards\\_2019](http://www.gcpeia.gc.ca/wiki/CFR_regulatory_excellence_awards_2019)
- All nominations must explain in detail how the awards criteria have been met to a **maximum of 1,500 words**.
- Nominations will be evaluated based on the narrative provided with the nomination form. No additional research will be conducted to evaluate nominations.
- Letters of recommendation are not required and, if submitted, will not be used to evaluate the nominations.
- Nomination forms must include the names of all the team members who contributed to the initiative. Please ensure the totality and accuracy of all the names provided. The CFR will not accept additional names for the award following the close of the nomination period.
- The CFR strongly recommends that the nominator send a copy of the nomination to the appropriate ADM(s) and DG(s) responsible for the initiative/candidate being nominated.

## Award Selection

- All nominations will be reviewed and assessed by a CFR Awards Selection Committee.
- In cases of potential conflict of interest of a CFR Awards Selection Committee member, the member will not take part in the review and assessment of the nomination. Conflict of interest would include, amongst others:
  - Selection Committee member is part of the nominated team;
  - Selection Committee member is from the same department/agency as a nominee.
- The CFR Awards Selection Committee will determine the winners based on the nomination narrative provided, rated against the awards criteria. In the event that no submissions meet the awards criteria, no award will be given in that category.



## Awards Ceremony

The Regulatory Excellence Awards will be given out at a special ceremony in Ottawa in November 2019.

Each department/agency represented in the winning nomination will receive a trophy. Each individual named in the winning nomination will receive a Regulatory Excellence Award certificate.

The CFR may limit the number of team members invited to the Awards Ceremony, if the number of winners exceeds the event capacity.

The CFR may prepare success stories on each of the winning initiatives that will be published on the CFR's GCpedia page, mentioned on social media streams, and shared in CFR Newsflash.

Award recipients may also be invited to share their experiences with senior management and regulatory counterparts at CFR workshops, meetings, and/or other events in the upcoming year.

### **CONTACT:**

For questions, please contact:  
Office of the Community of Federal Regulators  
[cfr-crf@canada.ca](mailto:cfr-crf@canada.ca)

