

STRUCTURE

1) Mandate

The Settlement and Integration Service Delivery Committee (SISDC) is a steering committee for bringing together Immigration, Refugees and Citizenship Canada (IRCC) and representatives of the Settlement Sector that are funded by the Department. Its mandate is to discuss and address the administration and service delivery issues in the federal Settlement and Resettlement Programs.

The SISDC contributes to the creation and scope of the SISDC Working Groups.

2) Scope

The SISDC is not a decision-making body for the overall administration of federal Settlement and Resettlement Programs. SISDC will make decisions regarding the mandates, creation and cessation of their own working groups, and will provide guidance to SIPPC on similar decisions regarding their working groups. SISDC establishes the overall agenda for the operational discussions between IRCC and the Settlement and Resettlement Sector.

The scope of work for the SISDC can include, but is not limited to issues of:

- Service delivery
- Innovation in service delivery
- Administration of grants and contributions

3) Objectives

The specific objectives of the SISDC are to:

- Support the identification of key grant and contribution delivery issues, trends and risks to help ensure Service Provider Organizations are well-positioned to efficiently deliver high-quality settlement and resettlement projects.
- Identify best or promising practices and trends in the delivery of settlement and resettlement funding.
- Provide a forum for discussing delivery and administrative ideas for effective investment in settlement programs and processes.

- Support SIPPC in setting criteria for the establishment of working groups and provide advice on the make-up of the working groups, their governance and assessing activities, and outputs of working groups.
- Coordinate the reporting up from SISDC working groups to the SISDC and SIPPC.

ROLES

4) Structure and Membership Rationale

Tenure

The SISDC will be co-chaired by the Director General of the Settlement Network (SN/IRCC) and by one representative of the Settlement Sector, as determined by Sector members.

The term of the Sector Co-chair is rotational and limited to three (3) years. The incoming Co-chair will be selected after the second year to shadow the existing Sector co-chair during the third year in order to ensure an adequate succession period.

The Sector will be responsible for establishing a nomination and selection strategy for SISDC membership using an intersectional approach to ensure equity, diversity and inclusion at the individual and organizational level. The SISDC membership term is three (3) years, with the possibility of being re-nominated by the Sector for one successional term of an additional three (3) years.

Membership

Membership will include representation from officials of IRCC-funded service delivery organizations, including language service providers, pre-arrival service providers, as well as IRCC officials. In addition, membership of SISDC will ensure Francophone representation to ensure the perspectives and needs of Francophone funded organizations and the clients they serve are reflected in deliberations. Membership will comprise no more than 15 nominated representatives. Each member will specify one alternate to cover absences.

To support consistency and cross-pollination between the SISDC and the Settlement and Integration Policy and Program Committee (SIPPC), and to ensure that discussions and deliberations at one Committee will inform the other, membership in an ex officio capacity will be extended to the Executive Director of National Sector Engagement at AMSSA, plus one additional sector representative from SIPPC, as determined by SIPPC sector membership.

The sector co-chair of the National Settlement and Integration Council (NSIC) will also sit on the SISDC, ex officio. The Directors General of Settlement and Integration Policy Branch, Mass Arrivals Settlement Branch and Francophone Immigration and Official Languages, will also be ex-officio members of the SISDC.

Members are expected to represent the views of a constituency of organizations e.g., language training providers, rural based organizations, rather than their individual interests.

Consideration will be given to ensuring committee membership reflects the specific needs, interests and experiences of diverse Sector members and stakeholders, including, for example, women, visible minorities, persons with disabilities, Indigenous people, linguistic minorities, sexual orientation and gender diverse groups including LGBTQ2S+, remote, rural and northern communities, regional and geographic distribution.

Settlement, Integration and Francophone Affairs (SIFA) Secretariat Function

The secretariat and coordination function to the SISDC will be provided by the Program Policy, Engagement and Governance Unit, Settlement and Integration Policy Branch, IRCC. Secretariat Functions are provided in Annex A.

5) Co-Chair and Member Roles and Responsibilities

Responsibilities of Co-Chairs

In collaboration with SISDC members and IRCC, Co-chairs are responsible for i) setting and following the agenda for SISDC meetings and teleconferences, in alignment with the SISDC work plan; ii) leading the implementation of the SISDC work plan and tracking its progress.

Expectations of Co-Chairs

In collaboration with SISDC members and IRCC, Co-chairs are responsible for: i) establishing three-year strategic objectives for the SISDC that align with the objectives of the Settlement and Resettlement Programs, Government of Canada and Settlement Sector priorities (at the beginning of Sector Co-chair tenure); ii) leading the development of a work plan, ensuring its implementation and tracking its progress ; iii) establishing agendas for all SISDC meetings; iv) ensuring that updates on the implementation of the work plan are shared at NSIC meetings; v) ensuring that the interests and experiences of various and diverse populations are considered in deliberations, including, for example, women, visible minorities, persons with disabilities, Indigenous people, linguistic minorities, sexual orientation and gender diverse groups including LGBTQ2S+, remote, rural and northern communities.

Member Responsibilities

SISDC members will fairly represent the diverse voices of government and non-government settlement and integration colleagues.

All members are responsible for communicating information and outcomes of discussions regarding SISDC activities with the partners they represent, in an equitable and timely way. This includes but is not limited to documentation and outcomes of teleconferences and in-person meetings, as well as data and results from evidence-gathering. It is expected that committee members will share documentation, such as meeting summaries, with the partners they represent in a timely manner.

Committee members will demonstrate a commitment to the success of the committee by consistently attending meetings, participating in discussions and working collegially. If a member is unable to fulfil their responsibility, the Co-chairs may ask them to step down from

the committee. When a position becomes vacant, a call for participation will be advertised to the Sector.

PROCESS

6) Meetings and Teleconferences

In-Person and Virtual Meetings

Meeting frequency is quarterly, with up to one in-person meeting held annually, as determined by Co-chairs. The scheduling of in-person meetings of SIPPC, SISDC and/or NSIC may be coordinated, as appropriate, to leverage the availability and participation of members.

Budget

Subject to Departmental approvals and in accordance with the Treasury Board guidelines, IRCC will fund logistical support (including securing a location, hospitality and interpretation service costs for in-person meetings) for the SISDC.

IRCC will select and fund a Sector organization to coordinate and support the sector to fully participate in the SISDC, including canvassing members on their views and other sector-based analyses of issues, to coordinate the costs associated with in-person Sector participation (including travel, accommodation and incidental costs), and to liaise and coordinate with the SIFA Secretariat. In addition, IRCC will fund Co-chairs to support them in their SISDC-related responsibilities.

Secretariat

The SIFA Secretariat will convene SISDC meetings and teleconferences and provide organizational, analytical and technical support to the Co-chairs of the SISDC. In addition, it will organize and disseminate all SISDC meeting agenda, documents, minutes and other relevant materials to meeting participants in a timely manner. The SIFA Secretariat will make arrangements for interpretation services, as required. In accordance with TB guidelines, the SIFA Secretariat will coordinate the meeting location/hospitality for in-person meetings.

In support of Co-chairs, the Secretariat will track work plans, outputs and outcomes, identify opportunities for alignment between committees, and flag challenges and risks.

Renewal of Terms of Reference

Once in every 12-month period, the Co-chairs and committee, supported by the Secretariat, will review the Terms of Reference for the SISDC, and adopt any changes at that time.

OFFICIAL LANGUAGES

Agendas, key documents and other material will be made available in both official languages (OL). The in-person meetings and teleconferences, as well as other related events, will be conducted in both official languages.

CONFLICT OF INTEREST

Members are committed to ensure that discussions about program and operational priorities do not provide an advantage with respect to funding any SISDC member, as per the “Conflict of Interest Guidelines” document presented in Annex B.

DATE OF ADOPTION

October 18, 2023

ANNEX A

The strategic policy and administrative work for the Settlement and Integration Policy and Program Committee (SIPPC) and the Settlement and Integration Service Delivery Committee (SISDC), along with coordination of the working groups, will be carried out by the Settlement and Integration Policy Branch at IRCC.

Main Functions of the Secretariat:

1. **Focal point for co-chairs** - support co-chairs of SIPPC and SISDC by providing analytical, organizational and technical support.

This includes:

- supporting co-chairs in their roles, including briefings in advance of meetings, coordinating/preparing materials for meetings, liaising with sector co-chairs on behalf of IRCC co-chairs (where appropriate) and other related tasks.
 - providing advice on issues under consideration by SIPPC and SISDC tables. This includes facilitating information sharing and collaboration as well as coordinating members' input on program, policy and operations issues for co-chair consideration.
 - tracking work plans, outputs and outcomes of committee work, identifying opportunities for alignment between committees, and flagging challenges and risks.
2. **Meeting planning and content development** – overall planning and coordination of meetings/teleconferences, including meeting organization, logistics, and technical support. The Secretariat will also provide support for the development and drafting of strategic objectives, work plans, and planning templates, agendas, forward agendas, and meeting summaries.
 3. **Document dissemination** – distribute all SIPPC and SISDC meeting agendas, documents, summaries and other relevant materials and communications to committee participants.
 4. **Information hub** - act as a focal point for information on issues of relevance to the SIPPC and SISDC for Sector and IRCC members.
 5. **Network building** - forge and maintain relationships across the Sector and connect members and stakeholders to work together on common goals and issue identification.
 6. **Collaborate on NSIC** – support co-chairs to establish agendas, meeting dates, and analysis and summaries from SIPPC and SISDC meetings to help develop NSIC meeting content; liaise

with the funded organization responsible for NSIC travel, logistics, translation and interpretation.

7. **Lead Review** – at the end of the first tenure of SIPPC and SISDC, the SIFA Secretariat will lead a review of the structure and function of the model, in consultation with co-chairs, to identify strengths, challenges, and opportunities presented by the structure and processes as outlined in the Terms of Reference, and will examine the outputs and outcomes as outlined in the work plan.
8. **Liaise with other Secretariats** – outreach to similar multilateral fora and/or other federal departments to exchange updates and facilitate strategic linkages between relevant tables and working groups.

ANNEX B

Overview

Conflict of interest guidelines are necessary to ensure the integrity of the work carried out by the Settlement and Integration Policy and Program Committee (SIPPC) and Settlement and Integration Service Delivery Committee (SISDC), and their working groups. Although it is impossible to set aside all private interests, it is necessary to ensure objectivity and impartiality. No committee member may participate in an assessment or in a decision if such participation would place that member in a conflict of interest.

Guidelines for IRCC co-chairs and other government representatives

Government representatives from federal departments and agencies are bound by the provisions of the [Values and Ethics Code for the Public Sector](#). This Code sets out relevant guidelines for federal public servants, including the following direction regarding conflicts of interest:

Public servants shall serve the public interest by:

- Acting at all times with integrity and in a manner that will bear the closest public scrutiny, an obligation that may not be fully satisfied by simply acting within the law.
- Never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.
- Taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their official responsibilities and their private affairs in favour of the public interest.
- Acting in such a way as to maintain their employer's trust.

Guidelines for other members, including sector representatives

Committee members who are not public servants are also expected to respect the conflict of interest guidelines cited above.

A conflict of interest arises when a private interest is favoured to the detriment of the public interest and the duties of objectivity and impartiality.

A private interest can be defined as an interest specific to a person or to someone connected with that person (i.e., a relative or friend), or any other interest that does not pertain to the

duties conferred upon that person (e.g., promoting the interests of an organisation for which that person works).

A private interest may be financial or non-financial. It is financial in nature when there is a material or monetary gain, or an avoidance of a material or monetary loss. It is non-financial in nature when it is the result of a preference based on values, beliefs, political views, and so on.

There are three types of conflict of interest:

- Real: a conflict of interest situation that exists in the present time;
- Apparent: a situation that could be perceived by a reasonable observer to exist, whether or not it is the case; or
- Potential: a conflict of interest situation that could reasonably be foreseen to happen in the future.

Committee members, including co-chairs, must bring any real, apparent or potential conflict of interest, to the immediate attention of SIFA Secretariat, who will review the situation and decide on an appropriate course of action.