

**Office of the Chief Integrity Officer
Strategic Plan 2016-2017**

FY2016, Quarter 4 Update

Key: Completion dates highlighted in green mean that the project was completed either on-time or ahead of schedule. Completion dates highlighted in red indicate the project was not completed by the stated project deadline. On-going projects do not have a completion date. Additional projects will be added throughout the Fiscal Year.

Responsibility per CIO Executive Order	Project Description	Deadline	Planning	On-Track	Behind Schedule	Completed	Completion Date	Status Update
Advice and Support	Provide timely and accurate advice to Executive and Administrative Branch employees and the public and refer matters to the Inspector General and Board of Ethics, as needed	On-going		X				CIO will issue bi-annual report on inquires resolved by the office. Mid-year report was issued on 6/30/2016 and is available on the IntegrityWorks website.
Compliance Program	Issue new Executive Order on Outside / Self Employment	Sep-16		X				
Compliance Program	Issue new Executive Order on Gifts	Sep-16		X				
Compliance Program	Establish a donation policy for contributions to support citywide initiatives	Sep-16		X				
Compliance Program	Conduct a comprehensive Ethics Survey of all City employees bi-annually	Nov-16	X					Last Ethics Survey was administered in 2014. Will issue survey during Integrity Week 2016.
Compliance Program	Enact comprehensive Whistleblower Law	Jul-17	X					
Compliance Program	Ensure compliance of Executive and Administrative Branch employees with all political activity rules related to the Democratic National Convention/Philadelphia 2016 Host Committee	Jul-16		X				Board of Ethics issued advisory alert for City employees volunteering for the Philadelphia 2016 Democratic National Convention Host Committee. CIO issued guidance on 6/21/2016 for City employees related to invitations to Democratic National Convention events.
Education and Communications	Promote the new Executive Order on Gifts and Outside Employment/Self-Employment	On-going	X					

**Office of the Chief Integrity Officer
Strategic Plan 2016-2017**

FY2016, Quarter 4 Update

Responsibility per CIO Executive Order	Project Description	Deadline	Planning	On-Track	Behind Schedule	Completed	Completion Date	Status Update
Education and Communications	Issue bi-annual IntegrityWorks newsletter	On-going		X				Recent edition of the IntegrityWorks newsletter was issued on June 22, 2016 and is available on the IntegrityWorks website.
Education and Communications	Create online Ethics trainings and tutorials	Nov-16	X					
Education and Communications	Host Integrity Week	Nov-16	X					
Education and Communications	Develop Internal Communications Plan	Sep-16	X					
Education and Communications	Move IntegrityWorks website to the new Alpha.phila.gov Platform	Nov-16		X				
Integrity of City Operations	Revise Mayor's Office Ticket Policy	Aug-16		X				
Integrity of City Operations	Issue guidance on Vendor Communications and Advertising	Aug-16		X				
Integrity of City Operations	Passage and Implementation of amendments to Chapter 17-1400 of the Philadelphia Code	Jul-17		X				
Integrity of City Operations	Administrative Board Policies and Process	Jul-17		X				
Integrity of City Operations	Participate in internal/external groups with ethics-related concerns	On-going		X				
Transparency	Financial Disclosure Forms: Review of Mayor's Executive Order on Financial Disclosure Statements and posting of additional Financial Disclosure Statements	Jan-17	X					
Transparency	Increase Open Data Sets	Feb-17	X					
Transparency	Complete review of online posting of 2016 financial disclosure statements	Aug-17		X				