# Office of the Chief Integrity Officer
## Strategic Plan 2016-2017
FY2017, Quarter 1 Update

*Key: Completion dates higlighted 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 inquiries resolved by the office. Next report will be issued on 1/1/17. |
| Compliance Program | Issue new Executive Order on Outside / Self Employment | Sep-16 | | | X | | | Updated Executive Order anticipated to be issued by the end of October 2016. |
| Compliance Program | Issue new Executive Order on Gifts | Sep-16 | | | X | | | Updated Executive Order anticipated to be issued by the end of October 2016. |
| Compliance Program | Establish a donation policy for contributions to support citywide initiatives | Sep-16 | | | X | | | Draft policy has been developed. |
| 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 | | | | Draft proposal is in process. |
| 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 | 7/29/2016 | 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. Our office answered over 40 inquiries related to the DNC. |



*Issued: October 11, 2017*

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|---|---|---|---|---|---|---|---|---|
| Compliance Program | Enact policies to prevent conflicts of interest in the "Revolving Door" into City Government | May-17 | | X | | | | Bill #160514 was introduced by City Council on May 19, 2016. Amendments include prohibitions on taking official action with respect to former employers. |
| Education and Communications | Promote the new Executive Order on Gifts and Outside Employment/Self-Employment both internally and externally | On-going | X | | | | | |
| Education and Communications | Issue bi-annual IntegrityWorks newsletter | On-going | | X | | | | Next IntegrityWorks newsletter will be issued on November 14, 2016. |
| Education and Communications | Create online Ethics trainings and tutorials | Nov-16 | | X | | | | Developing tutorial on Gifts Executive Order, which will be launched during Integrity Week 2016 (November). |
| Education and Communications | Host Integrity Week | Nov-16 | | X | | | | Planning is presently underway for Integrity Week 2016! |
| 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 | | | | | This project is presently on-hold. |
| Integrity of City Operations | Revise Mayor's Office Ticket Policy | Aug-16 | | | | X | 8/18/2016 | |
| Integrity of City Operations | Issue guidance on Vendor Communications and Advertising | Aug-16 | | | | X | 7/25/2016 | |
| 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 | | | | |

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| Transparency | Financial Disclosure Forms: Increase the number of Financial Disclosure Statements available online | Jan-17 | X | | | | | |
| Transparency | Increase Open Data Sets | Feb-17 | X | | | | | |
| Transparency | Complete review of online posting of 2016 financial disclosure statements | Jun-17 | | X | | | | |



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