

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

FY2017, Quarter 2 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 inquiries resolved by the office. End of year report for Calendar Year 2016 will be issued on 1/3/17.
Compliance Program	Issue new Executive Order on Outside / Self Employment	Sep-16				X	12/7/2016	Updated Executive Order signed by Mayor Kenney.
Compliance Program	Issue new Executive Order on Gifts	Sep-16				X	10/26/2016	Updated Executive Order signed by Mayor Kenney.
Compliance Program	Establish a donation policy for contributions to support citywide initiatives	Sep-16	X					Project is currently on-hold.
Compliance Program	Conduct a comprehensive Ethics Survey of all City employees bi-annually	Nov-16				X	11/18/2016	Last Ethics Survey was administered in 2014. New survey disseminated during Integrity Week 2016 (Nov. 14-18). Results will be published in February 2017.
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.

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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				Trainings have been given to a number of City departments on compliance with EOs.
Education and Communications	Issue bi-annual IntegrityWorks newsletter	On-going		X				Most recent IntegrityWorks newsletter was issued on December 8, 2016. The next newsletter will be released in June 2017.
Education and Communications	Create online Ethics trainings and tutorials	On-going		X				Developed tutorial on Gifts Executive Order, which was presented on November 16, 2016 (during Integrity Week).
Education and Communications	Host Integrity Week	Nov-16				X	11/14/2016 - 11/18/2016	Nearly 300 employees attended five programs during Integrity Week 2016.
Education and Communications	Develop Internal Communications Plan	Sep-16				X	12/30/2016	
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	In addition to issuing guidance on Vendor Advertising, office also held vendor communications training with Procurement Department on November 15th (during Integrity Week).

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Integrity of City Operations	Passage and Implementation of amendments to Chapter 17-1400 of the Philadelphia Code	Jul-17		X				Most recent revisions circulated on 12/21/16.
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 and update Financial Disclosure Statements of senior Executive Branch employees and expand the number of Financial Disclosure Statements available online	Jun-17	X					Next financial disclosure statements will be filed on 5/1/17.
Transparency	Increase Open Data Sets	On-Going		X				Office will continue to serve as an advocate and advisor on the release of open data sets to the public.