



# PROCEDURE MANUAL

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SUBJECT			
Approval of Podcast Interviews			

## This Procedure Replaces:

None

## Staff and Organizations Affected:

Resource Stewardship Division  
Directors of Resource Management  
Fish and Wildlife Regional Staff

## Reason for this Procedure:

This procedure outlines the process for evaluating requests for podcast interviews with Resource Stewardship Division and Fish and Wildlife regional staff. There are two sections to this procedure:

1. Roles
2. Required Information from Podcast

## PROCEDURE

### 1 Roles

- 1.1 All regional requests will be received and preliminary reviewed by the Regional Manager and all requests sent to Victoria will be received and preliminary reviewed by the Manager of Data and Licensing in the Wildlife and Habitat Branch.
- 1.2 Decision notes will be drafted by Wildlife and Habitat branch staff to be sent to the Assistant Deputy Minister (ADM) of the Resource Stewardship Division.
- 1.3 The request for interview must be approved by the ADM of the Resource Stewardship Division.

### 2 Required Information from Podcast

- 2.1 To inform the evaluation of the required approval criteria, podcasts are required to submit:
  - (a) the names of the government employees (if applicable) requested for interview,
  - (b) specific topics and/or questions that are to be discussed, and
  - (c) general information about the podcast.

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POSITION Sr. Policy Analyst	POSITION ADM RSD		
			DATE EFFECTIVE September 21 2021



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## Definitions:

**podcast** – a digital audio file of speech, music, broadcast material, etc., made available on the internet for downloading to a computer or portable media player; a series of such files, new instalments of which can be received by subscribers automatically as defined by Oxford English Dictionary.

## Policy Manual Cross-References:

4-7-11.04 Approval of Podcast Interviews Policy  
None

## Procedure Manual Cross-References:

None

## Other Cross-References:

None