

Joint Councils Research Committee - September 2016 Update

Submitted by Committee Co-Chairs Richard Dalpé and Guy Gordon

Recent Accomplishments / Developments:

- Recruited Research Committee Members (attached)
- Reviewed and update of Research Committee Terms of Reference (attached)
- Convened first meeting of Research Committee Members and discussed roles and responsibilities
- Identified potential priority areas and key research themes based on discussions and direction provided at the February 2016 Joint Councils meeting
- Developed survey instrument to support identification of key Committee priorities
- Surveyed members of the Research Committee and other Joint Council committees
- Compiled and assessed survey results
- Developed framework/deck to support discussions on how members of Joint Councils can find and share research and information

Next Steps:

- Refine list of potential Research Committee priorities based on discussions at the September Joint Councils meeting
- Prepare final report outlining findings of the Research Committee priorities survey for presentation/discussion at the Winter Joint Councils meeting
- Prepare draft Research Committee Workplan
- Present Research Committee workplan for discussion / approval by Joint Councils

JOINT COUNCILS
RESEARCH COMMITTEE MEMBERSHIP
(May 2016)

Jurisdiction	Contact	Email
CO-CHAIRS		
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Terms of Reference

PSSDC – PSCIOC Research Committee

April 2016

Overview

The Public Sector Service Delivery Council (PSSDC) and Public Sector Chief Information Officer Council (PSCIOC) Research Committee is responsible for the conduct of research, under the guidance of the Joint Councils, to support the public sector inter-jurisdictional CIO and service delivery communities.

The PSSDC-PSCIOC Research Committee was established in 1998 and is focused on delivering research findings and results that will enable the PSSDC and PSCIOC members to design and implement their service improvement strategies for both external (client and citizen) and internal (employee and stakeholder) audiences.

Responsibilities & Scope

The Joint Councils Research Committee will:

1. Consult and liaise with the PSSDC, PSCIOC and the Institute for Citizen-Centred Service to identify research priorities.
2. Identify and frame appropriate research approaches and identify the fiscal and human resources required to achieve research goals.
3. Establish a three year work plan based on identified research needs to be updated annually. The three year work plan will be vetted and approved by the Joint Councils of the PSSDC-PSCIOC on an annual basis.
4. Submit periodic reports to the Joint Councils (PSSDC-PSCIOC) on the progress of its work as required.
5. Direct and oversee a range of research activities to advance its research agenda. This may include input into the research objectives of Citizens First, Taking Care of Business and other ICCS research studies, commissioned research through vendors, leveraging individual jurisdictional research projects, engaging the academic community to mine existing databases for new insight, inviting the submission of research papers on key research topics, scanning best practices across Canadian and international jurisdictions and the production of case studies in key areas of interest, etc.
6. Communicate and disseminate its research findings and products to the PSSDC, PSCIOC, ICCS and broader public sector communities. This may include conferences, webinars, publications, bulletins, web postings, etc.

Membership and Governance

1. The Research Committee is a sub-committee of the Joint Councils and will report directly to the Joint Councils (PSSDC-PSCIOC).
2. Membership of the Joint Councils Research Committee will be drawn from PSSDC - PSCIOC members and their staff, organizations in Council jurisdictions, with designated ICCS staff as ex officio members. The Executive Director of the ICCS or his/her designate will be a member of the Research Committee.
3. Every reasonable effort will be made to ensure that there is at least one representative from every level of government in Canada and that there is broad regional representation.
4. Members should have appropriate research experience and knowledge and be prepared to actively contribute to the achievement of the Research Committee's deliverables.

5. The Research Committee will be led by federal and provincial/territorial/municipal Co-Chairs appointed by the Joint Councils.
6. The Co-Chairs will convene and lead an Executive Committee to assist in managing and leading the work of the Research Committee. The Executive Committee will be composed of the Research Committee Co-Chairs, the Chairs of the Research Committee's sub-committees and the Executive Director of the ICCS or his/her designate. The role and mandate of the Executive Committee will be set out in a separate Terms of Reference.
7. The Research Committee may establish and direct sub-committees and working groups as required to carry out its mandate. *(Existing/past established sub-committees include a Service Value Chain Sub-Committee, Best Practices Sub-Committee and Academic Liaison Sub-Committee.)* Appropriate Terms of Reference shall be established for such sub-committees. Membership and participation in sub-committees will not be limited to members of the Research Committee proper and may draw on broader pools of expertise as required.

Administration

1. The Joint Councils Research Committee will be convened and its agendas established by the Co-Chairs in consultation with the Executive Committee.
2. The Research Committee will be convened at least twice a year.
3. The agendas of Research Committee meetings will be action oriented and decision making in nature. Ongoing information sharing will be facilitated through other less formal communications platforms and tools.
4. The ICCS will provide secretariat support to convene the meetings and support the work of the Research Committee as required.