

DECISION ITEM

NCSIP request for additional funding for bi-annual meetings

Background:

The Chair of the PSCIOC's National CIO Sub-Committee on Information Protection (NCSIP) has requested for PSCIOC to approve a policy change to allow for 4 day meetings moving forward. The current PSCIOC's meeting policy allows for up to 3 meetings/year for a maximum of 6 meeting days per year. The current funding policy covers meeting room rental, catering and basic a/v equipment. NCSIP currently receives funding from the PSCIOC for bi-annual meetings for a total of 6 meetings days per year, if approved, PSCIOC would extend the funding to a maximum of 8 days per year.

For Decision:

1. A message was sent to PSCIOC members on February 5, 2018 on behalf of Harry Turnbull, PSCIOC Treasurer, seeking members' feedback and/or approval to this request. Overall, all members were in agreement to extend funding to NCSIP for bi-annual meetings of 4 days, maximum of 8 meeting days per year.

PSCIOC members to ratify decision at the Toronto in-person meeting of February 22, 2018.

2. **Members to confirm as to whether this decision would apply only to NCSIP or to any other PSCIOC committees or working groups.** *For committees and working groups of the Joint Councils, a decision by PSSDC members is also required.*

Member / Jurisdiction	Response
Alex Benay , TBS, Government of Canada	<i>Pending approval</i>
Sandra Cascadden , Nova Scotia	<i>Pending approval</i>
Mark Brisson , Alberta	Approve
Sean McLeish , Yukon	Approve
CJ Ritchie , British Columbia	Approve
Gerry Fairweather , New Brunswick	<i>Abstain</i>
Bonnie Schmidt , Saskatchewan	Approve
Melanie Fraser , Ontario	Approve
Benoît Boivin , Quebec	Approve
Munna Zaman , Manitoba	Approve
Dave Heffernan , Northwest Territories	Approve
Ellen MacDonald , Newfoundland and Labrador	Approve
Tracy Wood , Prince Edward Island	Approve
Kathryn Bulko , MISA Canada	Approve
Harry Turnbull , MISA East	Approve
Rob Entwistle , MISA West	<i>Pending</i>

Guidelines for PSCIOC/PSSDC Sub-Committee Expenses and Travel Grant Policy¹

Guidelines for PSCIOC/PSSDC Sub-Committee Expenses

At the May 12th, 2009 meeting of the Councils, the following guidelines for funding sub-committee meeting expenses were adopted:

Each sub-committee of the PSSDC and PSCIOC will have the following meeting expenses covered by the Council:

- meeting room rental expenses
- audio/visual rental expenses (basic package)
- up to two meals and two breaks (occurring during meeting hours) per meeting day to a maximum of 3 meetings per year (total number of meeting days per year not to exceed 6 days).

In the case of sub-committees of the Joint Councils, reimbursement costs will be divided evenly between the two Councils.

Sub-Committee chairs must advise the ICCS Secretariat, in advance, of upcoming meetings and provide estimated costs. Invoices should be submitted to the ICCS Secretariat along with receipts documenting the costs, consistent with the guidelines. The Secretariat will conduct a pre-audit for accuracy and compliance with this policy before forwarding payment.

Guidelines for Travel Grant Policy

Introduction

In general, members of the PSCIOC/PSSDC and its approved sub-committees and working groups are expected to pay for their travel expenses associated with attending the meetings of the Council, its sub-committees and working groups and other required travel on behalf of the Councils.

The Council recognizes that on occasion circumstances may prevail where a member jurisdiction is unable to cover all or a portion of the costs associated with such travel and therefore, a grant may be made available to a member jurisdiction based on the following conditions.

Application

A member jurisdiction may request Council support in the form of a grant for travel costs associated with attending a Council meeting, a meeting of PSCIOC/PSSDC sub-committees or working groups or other required travel on behalf of the PSCIOC/PSSDC. The

¹ Guidelines and policy were approved at the meeting in Edmonton on February 6, 2007.
Updated 12/02/2018

PSCIOC/PSSDC member of the jurisdiction requesting such support must send a request to the Secretariat identifying the need and amount requested. Where possible, the requesting jurisdiction should make every effort to limit the amount being requested (i.e. have made every effort to obtain as much support as possible from their jurisdiction). In addition, the costs being requested for support should be clearly itemized.

The application for grants from the Council for travel is not a replacement for the normal practice of obtaining authorized permission to travel from the traveller(s)' jurisdiction.

Approvals

Once the application has been submitted to the ICCS Secretariat, and upon approval by the Co-Chairs, a grant will be allocated to the requesting jurisdiction to cover travel costs incurred for the approved travel.

Claim

All costs incurred by the traveller and covered by the pre-approved grant to the traveller obtained under Approvals section above should be submitted to the Secretariat with receipts documenting the costs, consistent with the normal travel expense compensation policies and procedures of their governments. In addition, a copy of the request signed by the PSCIOC/PSSDC member of the jurisdiction requesting the grant should accompany the claim for the grant. The Secretariat will conduct a pre-audit for accuracy and compliance with this policy before requesting payment to the traveller from the PSCIOC/PSSDC Treasurer.