



Draft – v.3

PUBLIC SECTOR CHIEF INFORMATION OFFICER COUNCIL (PSCIOC) MEETING
September 15th, 2016
VICTORIA, BRITISH COLUMBIA

Minutes of Meeting

Attendance

CO-CHAIRS:

John Messina (PSCIOC)
 Bette-Jo Hughes (PSCIOC)

Treasury Board of Canada Secretariat
 British Columbia

MEMBERS:

Mark Brisson
 Kathryn Bulko
 Sandra Cascadden
 Robert Devries
 Chris Fisher
 Cheryl Hansen
 Ellen MacDonald
 Sean McLeish
 Harry Turnbull
 Tracy Wood
 Munna Zaman

Alberta
 MISA Canada (City of Toronto)
 Nova Scotia
 Ontario (representing David Nicholl)
 MISA West (City of Regina)
 New Brunswick
 Newfoundland and Labrador
 Yukon
 MISA East (City of Windsor)
 Prince Edward Island
 Manitoba

OBSERVERS:

Ian Bailey
 Stephen Gordon
 Sophia Howse
 Gary Perkins
 Niki Sedmak

British Columbia
 British Columbia, Cloud Working Group Co-Chair
 British Columbia, Framework Working Group Co-Chair
 British Columbia, NCSIP Co-Chair
 British Columbia

ICCS SECRETARIAT:

Dan Batista
 Linda Robins



Item	Topic / Discussion	Decision / Action
1.	<p>ADMINISTRATIVE MATTERS:</p> <p>A) <u>Approval of Record of Decision from February 25th, 2016 in-person meeting, Toronto, ON</u> (Refer to TAB 1A)</p> <p>The Record of Decision from the February 25th, 2016 meeting was adopted.</p> <p>B) <u>Review of Action Items from previous meetings/teleconferences.</u> (Refer to TAB 1B)</p> <p>Bette-Jo Hughes advised that all action items are underway or would be completed at this meeting with the exception of a presentation on Capex vs. Opex which will be scheduled in the fall. ICCS Secretariat to follow up with Denise Gomes on this item.</p> <p>C) <u>Acceptance of September 15th, 2016 Agenda</u> (Refer to TAB 1C)</p> <p>The PSCIOC meeting agenda of September 15th, 2016 meeting was adopted.</p> <p>D) <u>PSCIOC Financial Status Report</u> (Refer to TAB 1D)</p> <p>Harry advised that members were asked to make a decision at this meeting regarding Nunavut's contribution to the Council. He noted that Nunavut had not been able to participate in the Councils and pay its contribution (Nunavut's annual contribution to PSCIOC is \$6,464.37). He advised that PSCIOC members agreed to pay Nunavut's contribution for 2015-2016 from its reserves and that the Councils' Co-Chairs have reached out to Nunavut with no success. The Nunavut contribution to the Council remains unpaid and several options were presented to members for consideration to deal with the shortfall.</p> <p>As a result of the discussion, PSCIOC members agreed to reduce their total annual revenue of \$224,630 to a lesser amount of \$218,165.63 which means that the amount going to the reserves would be \$93,535.63 instead of the current \$100K. This means a slight decrease in total P/T contributions only. The amount of support to the ICCS Secretariat would remain unchanged.</p> <p>Harry requested for the ICCS Secretariat to update the members' contribution amounts based PSCIOC members'</p>	<p>Decision # 1: Record of Decision of February 25th, 2016 PSCIOC meeting adopted.</p> <p>Decision # 2: Agenda of September 15th, 2016 meeting adopted.</p> <p>Decision # 3: PSCIOC members agreed to reduce their total annual revenue of \$224,630 to a lesser amount of \$218,165.63 which means that the amount going to the reserves would be \$93,535.63 instead of the current \$100K.</p> <p>Action Item # 1: ICCS Secretariat to update PSCIOC members' contributions based on decision related to Nunavut and to share copy with members.</p>



	<p>decision and that a copy be shared with members.</p> <p><u>The following action item was identified as a result of this agenda item:</u></p> <p>ICCS Secretariat to update PSCIOC members' contributions based on decision related to Nunavut and to share copy with members.</p>	
2.	<p><u>Enterprise Risk Management</u></p> <p>Rick Ouellette (via teleconference), gave a presentation on the Government of New Brunswick Enterprise Risk Management (ERM) program. (Refer to TAB 2)</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Bette-Jo Hughes asked for details on the role of IT Risk Management in the overall risk management approach for government. She noted that in BC, they have a Risk Management office connected to their Finance Department. Rick Ouellette explained that GNB is moving forward around the idea that it is about the business and talking about business risks. The IT security risks are in the larger bucket. The Chief Information Security Officer reports into his role as the Chief Risk Identity Officer. Rick recommended an article on Securityweek.com suggesting the Chief Information Security officer report to the risk officer. This is about IT risk and non IT risk and need to manage like any other body no matter whether it is accounts payable or IT security. Rick advised that they have positioned Archer as tool for IT security program as an advantage from a risk perspective. Chris Fisher asked if anyone else uses the tool called Archer. Mark Brisson responded that Alberta uses the tool. Bette-Jo Hughes asked if Archer was specifically an IT risk management tool. Rick Ouellette advised that Archer is not only an IT risk management tool but it is also a governance, risk and compliance tool. They are moving to Archer Version 6.1. Their internal audit team adopted the internal module within the Archer tool. Harry Turnbull asked what prompted their risk management. Rick Ouelette responded that it came as a result of an internal audit and there was a need for a risk management program. He noted that Christian Couturier was doing some strategic work with the Clerk prior to his departure from the GNB. He noted that the Auditor General had been pushing their Comptroller General to have an internal audit committee. Harry Turnbull advised that they are in their fourth or fifth iteration of enterprise risk management because of a 	



	<p>negative audit as the past attempts failed because the people doing the enterprise risk management have no consensus as to what needs to be done. There is a lot of heavy lifting to move it along and there was a lot of repetitive information gathering to identify the areas of focus. Rick Ouellette noted that they are still finalizing the planning and getting to the final execution model.</p> <ul style="list-style-type: none"> John Messina asked what kind of input does the Executive Table have in establishing the risks and how does this process work. Rick Ouellette noted that this is about a process that is yet to be designed. The closest thing to process is the information security risk store, which is identified as one of the balanced scorecard measures, which is reviewed on a quarterly basis. They would talk about the current risk posture and if they were on track. GNB is trying to increase the common knowledge and try to talk in terms of business. He advised that they tied enterprise risk management to a common example, the river risk program. They will continue to use similar stories and leverage the formal management system driven by the balanced scorecard that is out of the Executive Office of Strategy Management. <p>There was no action item identified as a result of this agenda item.</p>	
3.	<p><u>PSCIOC Cloud Working Group (refer to TAB 3)</u></p> <p>Stephen Gordon and Denise Gomes, Co-Chairs of the Cloud Working Group, provided a status report on the work of the working group. Stephen advised that Denise Gomes from the Treasury Board Secretariat of Canada had replaced Serge Caron. Denise Gomes, Troy McFarlane and Mark Turow (TBS team) joined the call by teleconference.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Bette-Jo Hughes asked if the working group had any information around the response on unclassified procurement in terms of how many vendors responded to the procurement and how many people the group is planning on negotiating with to put the contract in place by December. Denise Gomes advised that she did not have exact numbers and that there were about two hundred participants by phone and in-person who attended the bidders' conference. It was noted that Dave Adamson is expecting to award 10 contracts out of this procurement. Bette-Jo Hughes commented that she would be interested in knowing the process of how to get through 100 to 5 to 10 contracts. Denise Gomes stated that she will connect with Dave Adamson on this question and will bring information to the Cloud Working Group and will report back to the PSCIOC at an upcoming teleconference. Bette-Jo Hughes asked John Messina about his office being responsible for strategy and then it goes to Shared 	<p><u>Action Item # 2:</u></p> <ul style="list-style-type: none"> a) Denise Gomes requested to report back to PSCIOC on how TBS/SSC is managing the cloud procurement process at an upcoming teleconference/meeting. b) Denise Gomes and Stephen Gordon to provide a progress report on the work of the Cloud Working Group at an upcoming PSCIOC teleconference/meeting.



Services Canada for operations. John Messina commented that they were a little behind in terms of the policy and strategy work. Shared Services Canada wanted to get the procurement out and TBS hadn't quite got the approval to get the cloud strategy out but it was finally done and now it aligns well as they have the cloud strategy which gives the policy strategy for SSC to go out for procurement. The Cloud Working Group and Dave Adamson's team are working closely on the cloud procurement. Denise Gomes advised that the closing date for ICT is September 23rd.

- Ian Bailey commented that in BC the most interest is in software as a service. It seems to be somewhat in contradiction to what the approach is on infrastructure and platform. He asked if this has been discussed. Stephen Gordon responded the Cloud Working Group is looking for cloud based services across all domains and there is a value proposition in all of the domains. A solution can be implemented at any of those levels that can be bought as a service or you can get a server and load them up. The Cloud Working Group can begin working through some of these conversations and start to lay out a path ahead. In terms of the survey, they need to understand the priority and where people are at. In terms of the procurements, they are underway but it still feels early and they want to connect into the readiness side in a pan-Canadian view to ensure we are ready for that.
- Chris Fisher asked about the GOC Right Cloud strategy. John Messina advised that they were not comfortable with the Cloud First strategy so there has been a lot of discussion on what the "right" cloud strategy should be.
- Bette-Jo Hughes commented they have been given the 'light' green light from Privacy Commissioner on the assessment for Office 365. She asked if these documents have been shared with the Cloud Working Group and that she is willing to share with the caveat that the Commissioner didn't advise that BC go forward and buy 365; they want to see the terms and conditions in the final agreement.
- Stephen Gordon asked members if they were in agreement with the pace the group was going on the public sector cloud. John Messina advised that the group's work would be ready in a year from the initial procurement for the unclassified cloud so the pace is good because it will line up in that timeframe.
- Sandra Cascadden noted her concerns about 1) the amount of work done on CAPEX vs. OPEX; 2) if we go out with another survey, we need to ask readiness question; and 3) she liked the conversation regarding Cloud First. It is about finding the right solution at the right price, and making sure it's secure, etc. We should be doing individual projects and proving the concept. The clients want a solution to the problem and we look for best service. If we're talking about PaaS and IaaS, we're talking about the wrong things. We need to focus on how we're delivering

c) John Messina offered to find out when the meetings of the Financial Comptrollers are taking place and would report back to PSCIOC. PSCIOC members would then determine best approach to reach out to Comptrollers (around the issue of Capex vs Opex) by either attending a meeting or writing a letter on behalf of PSCIOC.



services to our clients and the right solutions. What is checklist of things we need to make our way through to make sure we're not missing anything between the service and solution conversation and technology conversation? This is out of focus in terms of expectations. Stephen Gordon agreed and noted that BC had conducted full-on engagement sessions through a 10-minute survey with the idea to knock off the technical pieces. The second piece is so they can get into the business conversation and the conversation around enablers and the adoption piece.

- Bette-Jo Hughes agreed it was about focusing on the business problems we can solve. On CAPEX vs. OPEX, BC has been talking to OCG and they advised they would need to see the final contract. They have been trying to advise on how to structure contracts for operating and capital. She commented that they bring the OCG people in early in the conversation in their negotiations so that it all aligns.
- Cheryl Hansen advised that GNB has been through this with their Comptroller. We need to look at the accounting rules and to have it reflect what is happening in this industry. It is based on a capital process. They are stuck right now because they need to go for a cloud-based solution for HR and financial management system. It's something that needs to be addressed as we move forward or we will hit against it with every solution.
- a) Sandra Cascadden suggested the CIOs could write a letter to the financial comptrollers to ask them to address this issue. We would be willing to go to their next meeting to discuss the challenges in our process to: 1) go out to the vendor first to determine which solution is better financially, which one is more secure. We would ask how the comptrollers could work with us and what those things that we could check off and what needs to be addressed so we can work with them. Is this something we could do to move forward and who would be the target audience, comptrollers? The comptrollers have regular meetings. John Messina asked if these meeting were coordinated through the Federal Comptroller General. John offered to find out when the meetings of the comptrollers are taking place and would report back to PSCIOC. PSCIOC members would then determine best approach to reach out to Comptrollers, either by attending their meetings or writing a letter on behalf of PSCIOC.
- Mark Brisson stated that he was under the understanding that some of the policy implications would come out of the survey. OPEX vs. CAPEX is one but also he has risk team doing work around third party liability. They are doing some policy work around how we can limit some of these pieces such as procurement, risk management and different skill sets. Stephen Gordon noted these areas are happening in the working group discussions particularly around those in the talent management streams.
- John Messina advised that the documents they produced are available and they can provide their comments either



through Canada.ca where the documents are posted or members can provide feedback directly to Denise Gomes by email (denise.gomes@tbs-sct.gc.ca)

The following action items were identified as a result of this agenda item:

- ❖ Denise Gomes requested to report back to PSCIOC on how TBS/SSC is managing the cloud procurement process at an upcoming teleconference/meeting.
- ❖ Denise Gomes and Stephen Gordon to provide a progress report on the work of the Cloud Working Group at an upcoming PSCIOC teleconference/meeting.
- ❖ John Messina offered to find out when the meetings of the Financial Comptrollers are taking place and would report back to PSCIOC. PSCIOC members would then determine best approach to reach out to Comptrollers (around the issue of Capex vs Opex) by either attending a meeting or writing a letter on behalf of PSCIOC.

4. **Cyber Security**
4a. **Presentation on Cyber Security by Public Safety Canada (Refer to TAB 4A)**

Mark Matz, Director, Policy and Issues Management, National Cyber Security Directorate, Public Safety Canada, provided an update on the cyber security review (via teleconference). Mark noted that the Cyber Review was around a review of the cyber security landscape, including current gaps and opportunities; and to renew the Government of Canada's approach to cyber security.

Notes on the discussion on Cyber Security are available upon request by members due to the sensitive nature of this topic.

Update report by the National CIO Sub-Committee on Information Protection (NCSIP) (Refer to TAB 4B)

Gary Perkins, Co-Chair of NCSIP provided an update on the work of the group including overview of linkages between NCSIP, PSCIOC and FPT DMS' Table on Cyber Security.

Action Item # 3:

Gary Perkins, NCSIP Co-Chair, requested to provide update report to PSCIOC on the work of the committee at an upcoming teleconference/meeting.



Discussion:

- Harry Turnbull commented on the tools question. We have a lot of sub-committees and conference calls, should we be looking at our sub-committee for a pool of tools. Gary Perkins said they are looking at what options they have but having a common tool set that is integrated would be better. The place where they store the materials would need to comply with a security standard and the federal government have been coming forward on that and they just need to figure out the rest.
- Bette-Jo Hughes suggested that the group come forward with specific requirements for a place to host their material. In terms of their leadership training and development, would this be something that the Councils would invest in, in order to raise the professionalism of security with employees within their organizations. She also asked if the group looked at the types of reporting to the executives. They have discussed the reports and had some early sharing but they could do more.
- Mark Brisson commented on communication materials and sharing across jurisdictions. He has asked for some very crisp communication materials that can go upward. With respect to resources, it would also be helpful to have an understanding of the type of resources that we might need and having some direction. If cloud is the direction we are going, what are the types of resources you need in the security sector and what are the type of resources that we can outsource. Mark Brisson stated that there is also the need to determine what we need in-house and what we can bring in to supplement because we will not be able to compete with certain sectors. We will also have to train the people we hire to communicate within the organization as they often come in at a high technical level.
- Gary Perkins noted there had been a request for more information regarding the linkages between the FPT DMs' Table on Cyber Security, NCSIP and the PSCIOC. He clarified that NCSIP is a sub-committee of PSCIOC but there are overlaps with other working groups. It's usually the same people and he recommended quarterly reporting to the Deputy level.

The following action item was identified as a result of this agenda item:

4b.

Gary Perkins, NCSIP Co-Chair, requested to provide update report to PSCIOC on the work of the committee at an upcoming teleconference/meeting.



5.	<p><u>Information Sharing Roundtable (Refer to TABS 5A to 5N)</u></p> <p>Jurisdictions were requested to identify their key priorities and activities. Please note that only the discussion/questions arising from each update are captured in the Record of Decision.</p> <ul style="list-style-type: none"> ➤ Newfoundland and Labrador – Ellen MacDonald ➤ Alberta – Mark Brisson ➤ British Columbia – Ian Bailey ➤ Manitoba – Munna Zaman ➤ MISA – Chris Fisher ➤ New Brunswick – Cheryl Hansen ➤ Ontario – Robert Devries ➤ Prince Edward Island – Tracy Wood ➤ Treasury Board Secretariat of Canada – John Messina ➤ Yukon – Sean McLeish ➤ Nova Scotia – Sandra Cascadden 	
6.	<p><u>PSCIOC Sub-Committee/Working Groups Update Reports</u></p> <p>A) <u>ICT Policy Working Group (Refer to TAB 6A)</u></p> <p>Bill Markiw, Manitoba and Co-Chair, ICT Policy Working Group gave an update on the current work of the working group.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Sandra Cascadden asked if this group feels that it is delivering value. Do they believe that the information sharing is achieving its goal? Bill Markiw advised that they ask for feedback from their members annually and the membership feels they are getting value by sharing information. Sandra Cascadden asked if the group would prefer to be tasked with a deliverable. Bill Markiw mentioned that he had read the Systemscope report and that the group could look at things such as inhibitors or current legislation that may inhibit digital government. This is something they could take back to the membership to look at. • Bette-Jo Hughes asked if there was anything that they need from PSCIOC to assist in their work. Bill Markiw 	<p><u>Action Item # 4:</u></p> <ul style="list-style-type: none"> a) ICT Policy Working Group to report back to PSCIOC on their current work at an upcoming teleconference/meeting. b) PSCIOC to look into the working group's request for a repository of information and to follow up on this matter.



asked for a common repository where members could share information. Bette-Jo Hughes said the PSCIOC would take this away and come up with options.

- Tracy Wood advised that she would provide the name of the new member from PEI for the ICT Policy Working Group.

The following action items were identified as a result of this agenda item:

- ❖ ICT Policy Working Group to report back to PSCIOC on their current work at an upcoming teleconference/meeting.
- ❖ PSCIOC to look into the working group's request for a repository of information and to follow up on this matter.

B) Update by the Information Management (IM) Sub-Committee (Refer to TAB 6B)

Maureen Towle gave an update on the current work of the IM Sub-Committee on behalf of the Co-Chair, Cathryn Landreth.

During the update, Maureen Towle noted that the IM Sub-Committee had moved its repository to the ICCS website as an interim solution but a permanent repository is needed.

Discussion:

- Sandra Cascadden commented that they had seen a number of presentations today with similar terms such as cloud, security, and policy. She asked how this group interfaced with other groups. Maureen Towle explained that she believes that the sub-committee chairs get together on a regular basis to ensure there is this type of collaboration. She mentioned that the IM Sub-Committee would reach out to the Cloud Working Group to align with their work.
- Mark Brisson asked about the 2016/2017 themes. Are you going to be able to do these things in this time frame, particularly in the cloud space? Maureen Towle confirmed that the group is on track to deliver and that a draft has already gone through their first review and they are ready to share it further. Mark also inquired around Digital First; does the group have any idea of the IM legislation across the jurisdictions? Maureen Towle advised that in Alberta they have just done a jurisdictional scan on that type of legislation that she could share and bring forward to



the sub-committee.

- Bette-Jo Hughes commented that new IM legislation had been passed in BC to make every government record digital and the policy work is underway. She noted that there is current work done around the technology to support digital record system. Mark Brisson suggested this group could help with lessons learned from BCs implementation.
- Harry Turnbull asked about the make-up of the group. Maureen Towle asked for PSCIOC members to consider participating in the group as not all jurisdictions are represented on the sub-committee.
- Bette-Jo Hughes commented that we are looking at the strategic priorities and all of the working groups and how the working groups can support the work of the PSCIOC. We have been asking if you see value in having a group like this and are there things as a Council that we can do to support of the committee. Maureen Towle advised that she does see the great value and it would be helpful to have a repository for the work of the IM Sub-Committee.
- Dan Batista, ICCS Executive Director, advised that the ICCS would talk to Working Groups on what their needs are regarding repositories and come back with a proposal on these requests.
- Harry Turnbull agreed that the Councils' sub-committee co-chairs should have regular meetings to share information between these groups. All members were in agreement with this suggestion. Members will think about how this can be done.
- The ICCS Secretariat recommends for this feedback to be shared with the Framework Working Group who can provide some insights considering their work around alignment of the work of the Councils and its sub-committees. ICCS Secretariat to share this request with the Framework Working Group and for the group to provide some suggestions around better communication and information sharing between the working groups in order to achieve better work alignment.

The following action items were identified as a result of this agenda item:

- ❖ IM Sub-Committee to report back to PSCIOC based on their current work at an upcoming teleconference/meeting.
- ❖ PSCIOC to look into the working group's request for a permanent repository of information and to follow up on this matter. The committee is currently using the ICCS website as its repository however a permanent solution is

Action Item # 5:

- a) IM Sub-Committee to report back to PSCIOC based on their current work at an upcoming teleconference/meeting.
- b) PSCIOC to look into the IM Sub-Committee's request for a permanent repository of information and to follow up on this matter. The committee is currently using the ICCS website as its repository



	<p>needed.</p> <p>❖ ICCS Secretariat to share this request with the Framework Working Group and for the group to provide some suggestions around better communication and information sharing between the working groups in order to achieve better work alignment.</p> <p>C) <u>Update by the IT Procurement Working Group</u></p> <p>Kathryn Bulko, IT Procurement Working Group Chair, provided an update on the current work of the working group.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Corinne Charette suggested using other avenues to advance IT inter-jurisdictional procurement. The FPT on internal trade, driven by the Economic Development ministries is interested in coming to agreements where it makes sense and where there is an easy win. We need to make sure that the IT Procurement Working Group gets on their agenda. She also suggested that the Mayor raise the issue with the Premier. We need to approach it at a top down approach. <p><u>The following action item was identified as a result of this agenda item:</u></p> <p>IT Procurement Working Group to report back to PSCIOC based on their current work at an upcoming teleconference/meeting.</p>	<p>however a permanent solution is needed.</p> <p>c) ICCS Secretariat to share this request with the Framework Working Group and for the group to provide some suggestions around better communication and information sharing between the working groups in order to achieve better work alignment.</p> <p><u>Action Item # 6:</u></p> <p>IT Procurement Working Group to report back to PSCIOC based on their current work at an upcoming teleconference/meeting.</p>
7.	<p><u>Presentation on Technovation</u></p> <p>Corinne Charette provided introductory remarks and introduced Jennifer Francis (via teleconference). Jennifer Francis, a retired IBM professional is leading this project and delivered the presentation on Technovation. (Refer to TAB 7)</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Corinne Charette provided clarification on the meaning of sponsorship of this program. Any jurisdiction can participate. It's about providing space and mentors. The program is free to students and Jennifer Francis 	<p><u>Action Item # 7:</u></p> <p>ICCS Secretariat to share PSCIOC membership list with Jennifer Francis. Jennifer to follow up with individual members regarding the Technovation program.</p>



	<p>mentioned that the only budget used was to buy laptops for those students who didn't have access to one so they could participate in the program.</p> <ul style="list-style-type: none"> Bette-Jo Hughes advised that she spoke with Danielle Vassey at Simon Fraser University and their experience with the program and how they could expand the program in British Columbia. Bette-Jo suggested that the CIOs could talk with the big companies to see how they could support the program? In the fall, British Columbia is implementing a coding curriculum in elementary schools. Harry Turnbull noted that he has a group in Windsor he could match up with this program. Robert Devries stated that Ontario would be interested in joining the program as well. John Messina advised at TBS they try to keep track of their computer specialists. Of the 7,000 there are only 27% women in the workforce and about 45% will be retiring soon. The CIO's get together once a month and this would be a great presentation for this group and for furthering sponsors. Kathryn Bulko advised that in the spring she co-founded a group called "Women in Technology" at the City of Toronto. She would be happy to have a discussion with Corinne Charette and Jennifer Francis about this forum and will follow up with Corinne on this. Corinne suggested for the PSCIOC to share its membership list with Jennifer Francis so she could reach out <p><u>The following action item was identified as a result of this agenda item:</u></p> <p>ICCS Secretariat to share PSCIOC membership list with Jennifer Francis. Jennifer to follow up with individual members regarding the Technovation program.</p>	
8.	<p><u>Other Business:</u></p> <p>a) Other Business Arising from the meeting</p> <p>There was no other business.</p> <p>b) Next in-person meeting of the PSCIOC: February 23rd, 2017, Ottawa, Ontario</p> <p>c) PSCIOC Evaluation Form - Members were asked to complete their evaluation forms.</p>	



	The Co-Chairs thanked all members/observers for their participation.	
	The meeting adjourned at 4:00 p.m. EST	