

MS Office 365 Working Group

Terms of Reference

Background / Overview

The Microsoft Office 365 (O365) Working Group was formed to share experiences among Canadian jurisdictions and discuss topics of mutual interest related to M365/O365. These topics include licensing, procurement, corporate implementation, policies, information management, change management and user adoption along with support services.

Mandate / Scope

- Share information related to configuration, processes, policies, practices, implementation strategies, etc., for the purpose of learning and benefitting from one another
- Identify and action opportunities for cost savings or increased value by leveraging buying power across jurisdictions
- Share information related to M365/O365 implementation and ongoing management such as data retention, configuration settings that affect information retention, records management options, security, and others
- Review forward-looking issues and statements from Microsoft about the direction of M365/O365 and how those changes could be used in the public service, or how they are likely to impact current policies and implementations
- Gain strategic advantage and greater influence with Microsoft by speaking with one voice on common or pan Canadian issues
- The scope of this Working Group is limited to Microsoft Office 365 products and services

Responsibilities

Members

- Actively participate in Working Group meetings
- Be aware of current WG topics, their status, and related issues of concern
- Contribute information, knowledge and expertise related to O365 from their organization in support of the WG mandate
- Collaborate and/or act collectively with other members in support of the WG mandate
- Allocate up to 5 hours per month to participate in WG meetings and follow-up activities, depending upon the current topics being worked
- Assign a delegate in the event they cannot attend a meeting

Chair

- Review and approve agenda items and minutes for each meeting
- Facilitate Working Group meetings and provide periodic updates to PSCIO Committee (PSCIOC)
- Champion WG objectives/goals at PSCIOC forums to ensure the group has enough support and resources to fulfil its mandate
- Assign an Acting Chair to act in their place if necessary. The Acting Chair will then be responsible for advising the Chair on the salient points of discussion, issues raised, and decisions made and/or agreed to at the

meeting

Secretariat

- Schedule meetings and handle related logistics
- Prepare and distribute the agenda and minutes for each meeting

Membership

Federal

- **Government of Canada**, Mike Mallais, Senior Director

Provincial / Territorial

- **Newfoundland & Labrador**, Jack Balram Director, EA & PMO
- **PEI**, Edmund Malone, Director
- **PEI**, Nancy Godkin, Enterprise Architect
- **Nova Scotia**, Michelle Studley, Director, Operational Support
- **New Brunswick**, Robert Loughlin, Director Enterprise IT Strategy
- **New Brunswick**, Michel Sanscartier, Executive Director, Infrastructure Operations
- **New Brunswick**, John Theriault, Strategist (alternate)
- **Quebec**, Guillaume Bergeron, Conseiller pour la Stratégie d'introduction à l'intelligence artificielle, Direction de l'architecture d'entreprise gouvernementale
- **Ontario**, Zelko Holjevac, Director, Desktop Services, Ministry of Government and Consumer Services
- **Manitoba**, tbd
- **Saskatchewan**, Robert Burton, Executive Director of Infrastructure and Operations
- **Alberta**, Dale Huhtala, Maureen Towle, Roy Enslev, Sherri Bower
- **British Columbia**, Dwayne Robinson, Executive Director, Network Communications and Collaboration Services; Mike Cobby, Manager, Enterprise Communication Services
- **Yukon**, Molly Tyrner, Manager, Corporate Data and Application Services
- **Yukon**, Steve SoroChan, Special Projects
- **Northwest Territories**, Jason Greene, Manager, IT Support Services
- **Northwest Territories**, Daniel Gibson, Manager, Client Services, Technology Service Centre
- **Nunavut**, tbd

Municipal

- **City of Medicine Hat**, Marty Robinson, General Manager, Information & Computer Services
- **City of Calgary**, Harpreet Dhillon, IT Leader - Cloud & Vendor Management Services
- **Regional Municipality of Durham**, tbd

Citizen First

- **Citizen First**, Maria Luisa Willan, Director, National Councils
- **Citizen First**, Stefania Silisteanu, Coordinator, National Councils

Chair	Zelko Holjevac, Director, Desktop Services, Ontario Ministry of Government and Consumer Services
Reporting	<ul style="list-style-type: none"> The O365 WG reports to the PSCIOC
Decision Making	<ul style="list-style-type: none"> The O365 WG makes recommendations to the PSCIOC who in turn will make final decisions on activities/work plan Decisions of the O365 WG will be based on a principled approach to advance initiatives in a collaborative and/or bilateral basis Recommendations arrived at by the Working Group will be on a majority basis. Members will be expected to obtain the endorsement of proposed recommendations from their respective CIO prior to the Working Group putting forward the recommendations formally to the PSCIOC. Decisions require a quorum of at least two-thirds of the members to be in attendance.
Meeting Logistics	<ul style="list-style-type: none"> Meetings will be held monthly, at the call of the Chair, via teleconferencing The Chair will manage the meeting and ensure that an agenda and any supporting documentation are distributed or made available for each meeting Agenda items should be forwarded to the Chair(s)/Secretary two days prior to the next scheduled meeting Meeting minutes, action items and decisions will be maintained by the Secretary, with action items being reviewed by the WG at each meeting Meeting discussions are generally not confidential and can be shared with other jurisdictional stakeholders. However, from time to time topics of some sensitivity may arise which will be identified as such so that those discussions are not shared outside of the Working Group.
Funding	<ul style="list-style-type: none"> Funding for activities will fall under the PSCIOC current funding arrangements and approvals. A funding form must be filled out and submitted to the PSCIOC (via the ICCS) along with a Scope of Work. Members of the PSCIOC must review and approve funding requests before starting any projects. <i>(Refer to Guidelines for more information.)</i>