

## Public Sector Chief Information Officer Council (PSCIOC)

### Terms of Reference

*"Our mission is to enable enhanced service to the Canadian public through collaboration across governments and demonstrated leadership in the management of information and technology."*

### Background

The Council was formed in March 1998 by federal, provincial and territorial Chief Information Officers, who recognised that the governments of Canada were facing common challenges, and by working together, much more could be achieved. Although a number of information sharing venues existed, the group recognised the need to move beyond the information-gathering role. In 1999, membership was expanded to include municipal representation.

### Statement of Objectives

1. Provide a forum for open communication between members to exchange information, best practices and ideas and to provide support and advice to CIO peers on matters relating to:
  - the effective management and use of information and technology in support of public sector programs and objectives;
  - IT products and services including the involvement of the private sector in the management and service delivery of public sector IM and/or IT.
2. Provide leadership by initiating and supporting IM and/or IT-related
  - communities of practice and
  - collaborative projects to garner mutual benefit and economies of scale for municipal, provincial, territorial or federal governments.

### Membership

Membership of PSCIOC is restricted to one CIO or equivalent per federal, provincial and territorial jurisdiction and three representatives from municipalities. For attending meetings or voting, there is no provision for alternates except under extenuating circumstances and with the agreement of the Co-chairs.

### Executive and Organisational Structure

1. The Council Executive is composed of two Chairpersons: the federal CIO is a standing chairperson; other member Chief Information Officers will rotate as chairperson.
2. The second chairperson is nominated by the members and will serve a two-year term, renewable for one year.
3. A year term will be defined as the period from January 1 to December 31.
4. The second chairperson will be elected at the fall PSCIOC meeting and will officially assume this role on January 1 of the following year.

5. The Institute for Citizen-Centred Service will provide the Secretariat function.
6. The Council is comprised of Sub-Committees that may include Standing Committees and Working Groups.

### **Governing Principles**

1. While recognizing common interests, members will respect the diversity and independence of each member jurisdiction.
2. Work will be founded on a collaborative approach that allows each member to share their strengths and benefit from the efforts of the whole.
3. While an emphasis will be placed on meeting the service needs and expectations of Canadians and others served by the public sector, it is understood that this must always be balanced with government obligations and regulatory requirements.
4. Decisions will be made on a consensus basis and joint work will be founded on the principle of consultation with and the involvement of all members.
5. The Council will continue to meet as long as members feel that the PSCIOC is fulfilling a necessary role.

### **Operation of the Council**

1. The Council will meet in person at least two times per year. Where possible, meetings will occur in tandem with other major IM/IT events to reduce travel expenses. Council meeting(s) will occur at a time and date to be determined by all members.
2. For follow-up work between meetings, whenever possible, business will be conducted through electronic correspondence and virtual meetings.
3. Since the Council will generally operate by consensus, a vote may be taken upon request by a committee member. The federal, provincial and territorial Chief Information Officers each have one vote and municipal representatives (3) each has one vote.
4. The Council will plan and conduct performance measurements and evaluate the work of the group on a regular basis.
5. The Council will share issues and analysis with relevant public sector stakeholders.
6. Council members will be active participants in other related venues.
7. Whenever possible, documents developed by the Council will be translated into both official languages.
8. Members will provide jurisdictional reports in a common format to facilitate issue sharing and analysis. Additionally, the Public Sector CIO Council will produce an annual progress report comparing results to expected accomplishments.

### **Funding**

1. The Council will be jointly funded by all FPTM jurisdictions. The Government of Canada (Treasury Board of Canada, Secretariat) will cover 35% of the total costs of the Secretariat. The funding for provinces and territories will be determined using a blended formula to include an equal share (base amount) and a second amount that is based upon population residing in each member's jurisdiction. The Municipal Information Systems Association (MISA) will also contribute its equal share (base amount only).





2. The breakdown of the Secretariat funding will include direct support and seed funding to advance PSCIOC priorities.
3. The funding mechanism for all research to advance the work of the Joint Councils' Working Groups will occur by consensus and will be determined by the nature of the work and the level of interest of Council members.
4. The Treasurer, with the assistance of the ICCS Secretariat, will review an accounting of expenditures and a budget proposal for the next year and submit it to the Council for review and approval on an annual basis. If additional funding is required, the proposed expenditure and its allocation will be tabled at the Council in advance for approval.