

**PUBLIC SERVICE CHIEF INFORMATION OFFICER COUNCIL (PSCIOC) INFORMATION  
COMMUNICATION TECHNOLOGY (ICT) FEDERAL, PROVINCIAL, TERRITORIAL POLICY  
COMMUNITY OF PRACTICE (FPT ICT POLICY GROUP) TERMS OF REFERENCE**

**INTRODUCTION:**

The FPT ICT Policy was established in 2014 at the direction of the Public Sector Chief Information Officer's Council (PSCIOC) representing all federal, provincial and territorial governments. This forum enables participating governments to exchange information, policies and best practices related to ICT Policy. In February 2020 the Working Group was transitioned to a Community of Practice.

Community of Practice activities will be conducted in a secure manner to protect the integrity of participating governments and promote the open discussion of policy issues.

**OBJECTIVES OF THE COMMUNITY OF PRACTICE:**

- To share information, best practices, research and discuss national, provincial and territorial goals, positions and priorities for ICT Policy in each jurisdiction and to test their interoperability;
- To maintain the highest standards of policy analysis.
- To provide a forum for discussion to improve ICT policy and management by fostering innovation in research, analysis and education.
- To create an approach to ICT policy that builds on the existing strengths of member governments - to increase their capacity to take advantage of opportunities and respond effectively to the challenges of new technologies;
- To assist the PSCIOC address any common policy issues.

**GOVERNANCE AND OFFICERS:**

A chairperson will call and preside over a minimum of two community of practice meetings of all delegates per year. The chairperson will report directly to the PSCIOC and will administratively liaise with PSCIOC Co-Chair to take the lead on matters pertaining to the working group.

At the time of the annual election of officers, the incumbent vice-chairperson will become the chairperson of the working group. When this is not possible or under other exceptional circumstances, the working group will elect a chairperson from its membership to serve until the next annual election of officers.

The Chair and Vice-chairpersons will share the duties of managing the maintenance and administration of the working group meetings including minutes and the membership and distribution lists and communications.

A Vice-chairperson from its membership will be elected on an annual basis or at the discretion of the working group. This position will have the duties of filling in for the chairperson's absence and will assume the position of chairperson at the next annual election of officers.

**COMMUNITY OF PRACTICE MEMBERSHIP:**

Community of Practice membership shall be comprised of the sub committee chair and one main representative from each of the constituencies: Government of Canada, Provincial and Territorial Governments, Other resources may be added to the Committee as appropriate.

**Representatives:**

- Treasury Board of Canada Secretariat, Government of Canada
- Provincial Governments
  - British Columbia
  - Manitoba
  - New Brunswick
  - Newfoundland & Labrador
  - Nova Scotia
  - Ontario
  - Prince Edward Island
  - Quebec
  - Saskatchewan
- Territorial governments:
  - Northwest Territories
  - Yukon

**Invited Representatives: (at the discretion of the committee)**

- City / Municipality representatives as guests
- As and when required

**BUDGET:** At the discretion of the Public Sector CIO Council

**DELIVERABLES:** The FPT ICT Policy Community of Practice shall define the activities that need to be undertaken to meet the objectives assigned by the PSCIOC. This shall include a description of tasks, deliverables and resources required. The Chairperson of the working group will report to the PSCIOC at their regular meetings on the progress being made and the submission of an annual report.

*Approved by the Public Sector CIO Council*

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