

## **Minutes of the April 4, 2011 EDTF – CIE Subgroup meeting**

Room 507, 40 Sheppard Ave. West, Toronto

**Participating:** George Comrie, Colin Cantlie, Changiz Sadr, Roger Jones, Tyson Macaulay, Jordan Max (staff advisor)

**Regrets:** Peter DeVita, Jim Finch, Alana Lavoie, Corneliu Chisu, Dave Adams, John Clark

The business portion of the meeting started at 6:35pm.

### **1. Approval of Agenda**

The agenda was approved as presented, motion to approve agenda moved by Colin, seconded by Tyson; motion approved unanimously.

### **2. Approval of March 1<sup>st</sup> meeting minutes and follow up on action items**

The minutes were reviewed without amendment, although it was noted that the tentative meeting between Colin, Jim and George on April 4<sup>th</sup> am did not take place. A motion to approve the minutes was made by Roger, seconded by Changiz. Motion carried unanimously.

### **3. Stakeholder Consultation**

#### **a. Stakeholder List and letter**

George reported that he and Jordan met with Jim for half a day to review the stakeholder list and draft letter, and decided to merge the 3 versions of the letter into one version to be sent to all stakeholders, rather than trying to second-guess each stakeholders' level of interest and response. In discussion, it was noted that we should follow up by asking stakeholders to identify other groups we should be contacting. Changiz noted he had been contacted by a PEO member who had identified a number of organizations.

Jordan reported that the letter had been sent out via email to each of the specified stakeholders on the list (pending identification of relevant IEEE societies). He sent out the status report earlier that morning. Jordan also reported that Alana had sent a reminder to Engineers Canada associations and requested an update on their respective progress/response by April 26, 2011. George indicated he would also be contacting Chantal Guay of Engineers Canada to expedite this.

In discussion, it was suggested that it would be helpful to indicate which stakeholders it was more critical for PEO to get responses from. Colin offered to produce this list for the next meeting. There was also discussion about whether certain other major telecom providers (Bell, Telus, Rogers, WindMobile etc.) should also be contacted and were more relevant than Hydro One and the OSC. It was agreed that Hydro One and the OSC should be followed up with if they respond to the email request already sent out.

**Action: Colin** to review stakeholder list and indicate highest priorities for follow up at the next meeting. **Changiz** to forward email of other organizations to Jordan. **George** to contact Chantal Guay.

b. requests for presentations/meetings

Jordan noted that we had received responses and requests for presentations from ISACA-Toronto (April 20<sup>th</sup>), ITAC's Cyber Security Forum (June 15<sup>th</sup>) and the CRTC (date TBA).

There was considerable discussion about the content of the presentations, and it was generally agreed that they should be somewhat generic in explaining what PEO does and its role, and based on the objectives submitted to the Digital Economy consultation last August, and that PEO should solicit endorsement from these stakeholders on the Scope of Practice and the public interest in regulation of CIE. It was agreed that the focus should be on Corporate Risk Management. It was identified that there would likely be some resistance from ISACA and ISC<sup>2</sup>. Tyson offered to go to the ISACA and ITAC presentations with George.

**Action: Jordan** to set up meeting dates and times. **George and Tyson** to work on the presentation slides.

#### 4. CIE Scopes of Practice

George presented his draft CIE Scope of Practice, and there was considerable discussion and revision made.

**Action: Jordan** to post revised version on Central Desktop and everyone to review it and offer improvements/clarifications by the next meeting.

George also mentioned that he wanted to contact ICTC to see if there was any interest and research money available to commission research on the CIE portfolio currently in industry. He also reported that ICTC had just published its 2011-2015 Industry Outlook and that he would forward it to Jordan to post and circulate for everyone's review.

**Action: George** to forward the ICTC Outlook document to **Jordan** to post on Central Desktop, and for **everyone** to review the report for possible information. **George** to contact ICTC for discussion about future labour market research on CIE.

#### 5. Phase 2 Work Plan and Staffing Plan

George reported briefly on the CIE Phase 2 component of the EDTF 2011 work plan and Human Resources Plan, which involved working with the Enforcement, Professional Standards, Academics and Experience Requirements Committees and the Legislation committee.

**Action: Jordan** to post the final draft 2011 work plan and HR plan on Central Desktop.

**6. Tasks and Assignments**

This item was deferred as time had run out.

**7. Other business**

George offered congratulations to Changiz, who was to be inducted into PEO's Order of Honour for his volunteer work at PEO.

**8. Next meeting(s) and adjournment**

The next meeting was tentatively set for Wednesday, April 27, 2011, immediately following the NME subgroup's meeting and a joint dinner of both subgroups.

**Action: Jordan** to contact Peter to confirm if this was possible.

The meeting was adjourned at 9:20pm