

Minutes of the April 27, 2011 EDTF – CIE Subgroup meeting

Room 104, 40 Sheppard Ave. West, Toronto

Participating: George Comrie, Jim Finch, Colin Cantlie(t/c), Changiz Sadr(t/c), Tyson Macaulay, Jordan Max (staff advisor)

Regrets: Roger Jones, Alana Lavoie, Corneliu Chisu, Dave Adams, John Clark

The business portion of the meeting started at 7:20 pm.

1. Approval of Agenda

The agenda as presented was approved without changes (note: as quorum was not yet present, no motions were made or passed)

2. Approval of April 4th meeting minutes and follow up on action items

The minutes as presented were reviewed. Motion to approve: Changiz/Jim; approved.

3. Stakeholder Consultation

a. feedback from CCPE constituent member associations

Jordan reported that Alana had provided an update that was added to the Feedback report – all constituent members that had responded indicated they were interested in what PEO was doing and would follow closely, but were not initiating any action on their own. Neither APPEGBC or OIQ had responded to date.

Action: George to talk to Chantal Guay to request that the item be placed on the next Engineers Canada Annual General meeting agenda.

b. update on April 20th meeting with ISACA Toronto Chapter Executive

George and Tyson reported that the presentation and discussion with ISACA went well and they were receptive to PEO's approach. ISACA will post the report on its website and solicit feedback from its 2400 members by Labour Day.

c. other presentations / meetings scheduled

George also mentioned that meetings were taking place with the CRTC on May 5, with the Ontario Chief Information Officer on May 12, and with ITAC's Cyber Security Forum on June 15th. Tyson also mentioned that CSTAC (part of Industry Canada) was a possible venue. Tyson offered to send a note Helen McDonald at IC to see about setting this up.

d. possible Ottawa workshop

Jordan suggested that we "piggyback" on the June 15th ITAC visit to set up a briefing session/discussion with other non-governmental IT groups on our stakeholder list in Ottawa, and that Alana had offered Engineers Canada facilities if needed. There was

general discussion about who should be invited and if it was too soon after ITAC, and whether there might be duplication with some organizations attending ITAC. It was felt it might be better to have a meeting with Helen McDonald and/or Public Safety officials first before launching a bigger initiative at this time. A suggestion was also made to hold a Toronto-based briefing session for locally-based organizations.

Action: Jordan to follow up with ITAC about timing and membership, and to continue to assess the possibility of a session at Engineers Canada. **Jordan** to contact Helen McDonald about possibility of a meeting with her on June 15th.

e. revised stakeholder analysis spreadsheet

There was further discussion about the rest of the contacts listed on the chart, specifically CEAB, CEQB, CODE/NCDES, CSA and the groups Jim had offered to follow up with (CIPS, ISSA, ISC², ACM etc.)

Action: Jordan to follow up with CEAB and CEQB (Ken McMartin and Stephanie Price); **Jordan** to talk to Brian Haydon at CSA about his counterpart on the CIE file. **Jordan** to forward contact information to Jim.

4. Phase 2 Work Plan and Staffing Plan

Jordan presented the draft 2011 EDTF Work plan and Human Resources Plans as revised by George and Peter. There was not sufficient time on the Council meeting agenda to consider them, so they were still up for discussion. With respect to the CIE portion of the Work Plan, there was considerable discussion about aligning the outcomes to the specific Terms of Reference, specifically item 4. Changes were made to several of the CIE target deadlines (see attached).

The Human Resources Plan was also reviewed, and a clarification of a “private sector person” added for CIE.

The amended 2011 Work Plan and Human Resources Plans were moved by Colin/Changiz and approved.

A discussion on implementing the Human Resources Plan was tabled for the next meeting.

5. CIE Scopes of Practice

George presented his revised Scopes of Practice, and there was some discussion. George also mentioned that he had had a brief discussion with Paul Swinwood of ICTC about labour market research on CIE, and that he needed to further define the research request.

Action: Members to review the draft and provide comments to him. **George** to post his ISACA slides on Central Desktop. **George** to continue to draft the Labour Market research proposal.

6. Other Business

George presented a synopsis of a request through Peter from OSPE's Energy Committee regarding Smart Grid and controlling household electric appliances via the Internet. There was some discussion about whether this was in scope for CIE, and it was felt that since control could happen via networks, it was. A need was identified to refine the CIE Scope of Practice to address these type of issues. Tyson mentioned that he is the representative on the ISO 2700 Smart Grid Working Group on Security Standards.

7. Next meeting(s) and adjournment

The next meeting was set for Thursday, May 26, from 6-8:30pm, starting with a joint dinner with the NME subgroup to facilitate update sharing. Motion to adjourn: Colin/Tyson – approved.