

Minutes of the June 19, 2012 EDTF – CIE Subgroup meeting

Room 206, 40 Sheppard Ave. West, Toronto

Participating: Roger Jones, George Comrie, Jim Finch, Tyson Macaulay, Colin Cantlie (t/c), Ian Marsland, Peter DeVita (t/c), Jordan Max (staff advisor)

Regrets: Corneliu Chisu, John Clark, Alana Lavoie

The meeting started at 7:00 pm.

1. Approval of Agenda

The agenda was reviewed. Colin requested that the staff comments to section 9.7 of the Phase II report be included in item 5. Motion to approve as amended: Jim/Ian – passed.

2. Approval of May 30th, 2012 meeting minutes and follow up on action items

The draft May 30th minutes were reviewed without amendment. Motion to approve: Ian/Tyson – passed.

There was no business arising from the minutes. Roger noted that the Limited Licence protocols may change for Saving Manufacturing Engineering. Tyson reported he was not able to attend the ITAC meeting since his new employer is not an ITAC member. George suggested we revisit the issue of PEO or CIE becoming an ITAC member in the future.

3. Stakeholder Consultation

George reported that there is nothing to report on Regional Stakeholder Events (Ottawa, GTA, Waterloo) at this time. Tyson suggested we work with the Toronto Area Security Klatsch (TASK).

4. Phase II Report

George noted there was a need to take stock of our progress and what remains to be drafted in time for the September Council meeting, and to identify any holes in the current work, for example, credentials and certifications, and labour market information. He referred to the NIST presentation on NICE's qualifications and training requirements posted in Central Desktop. There is also a need to look carefully at the Limited Licence, in particular any generic academic requirements and security clearances as evidence of "good character". Risk assessment was also mentioned as an area needing work. It was concluded that this would work better if all of the sections were combined into one document so everyone could view them in their entirety, see how it read together, and identify any gaps or holes. Another suggestion was that a SWOT analysis be done to identify all external challenges and

opportunities. The report should balance between reliability (internal threats) and security (external malevolent threats). Finally, a need was identified to draft a “storyline” in the purpose section to give a coherent narrative to the report, as opposed to an Executive Summary which would pull together the different section highlights.

Colin reported briefly on staff comments to Section 9.7, which indicated there were factual errors in the Complaints form.

Actions:

Jordan to merge all Phase 2 report documents into one document on Central Desktop.

George and **Peter** to collaborate on the report’s “storyline” in the Purpose section.

Everyone to review the merged Phase 2 report and provide comments in the document itself, and to finish drafting content.

5. Next Meeting

The next meeting dates set were for Wednesday, July 18th and Wednesday, August 15th, also from 6-9pm.

The meeting was adjourned at 9:02pm.