

Administrative Information Committee

A sub-committee of the
University Information Governance council

Updated August 2022

Administrative Information Committee Terms of Reference

Overview

This document provides the terms of reference and the governance structure for information management (IM) and information technology (IT) initiatives related to the administrative portfolio at the University of Ottawa.

This governance structure will contribute to make relevant and timely decisions, to create and stimulate the critical dialogue that will lead to better and more informed decisions and increase the transparency and the level of collaboration between IM/IT and its administrative partners.

Mandate

The primary mandate of the Administrative Information Committee is to:

- Make recommendations to the University Information Governance Council (UIGC) to ensure that the IM/IT initiatives and projects that are undertaken are aligned with the administrative strategic priorities and direction of the University.
- Ensure administrative objectives are appropriately supported by IM/IT initiatives and ~~services~~
- Provide feedback, input, and identification of the impact of institutional IM/IT initiatives and projects on administrative initiatives and priorities and vice versa.
- Adoption / change management (Act as champion).
- Communicate with respective team on upcoming IM/IT initiatives.
- Bring forward areas of interest to the committee.

Specific Objectives

In practice, this responsibility is carried out by performing the following functions:

- Ensure the existing IM/IT solutions and proposed projects are aligned with the University's administrative strategic goals and tactical objectives.
- Advise, receive, and review policies regarding information management as well as technology used in the administrative portfolio, software used to support administrative activities, and ensuring the security, integrity, and access of data.
- Receive, review, prioritize, approve, and make recommendations about proposed IM/IT initiatives that have an impact on administrative activities. Set overall project direction and priorities for information technology.
- Review and approve the scope of IT administrative projects, along with risk mitigation strategies.
- Provide an oversight on key deliverables and milestones of IT administrative projects and initiatives.
- Review regular reports from other subcommittees and working groups.
- Make recommendations for IT investment and other related strategic issues to the UIGC.

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Membership

The Committee is chaired by the Associate Vice-President, Human Resources.

Members are:

- Associate Vice-President, Human Resources (chair)
- Dean (2)
- Associate Vice-President, Finance
- Associate Vice-President, Facilities
- Office of CIO (Senior Director, IT Solutions)
- Chief Administrative Officer (2)
- Director, Institutional Research and Planning
- Chief Communications Officer, External Relations
- Director, Research Operations
- Director, Information Management
- Director, Client Services
- Chief Risk Officer, Office of Risk Management
- Chief of Staff, Office of International and Francophonie

Meetings

- The committee will meet every six weeks or as deemed necessary by the Chair.
- The chair is responsible for ensuring the maintenance of the agenda, minutes, and action items. Members are not allowed to delegate their authority to someone else without prior consent from the chair.

Members strive to make decisions by consensus. If full consensus is not possible, dissenting positions are identified and assessed for further evaluations. If consensus cannot be reached, a simple majority of those voting in favor of the motion shall pass a motion. The Chair shall only vote in the event of a tie vote among voting members.

Quorum

- To have quorum for decision-making, a minimum participation is required of at least 50% of the membership present at the meeting.

Reporting and Communication

The Administrative Information Committee reports to the UIGC, part of a broader IM/IT governance at the University.

Working groups may be created as needed.

History of changes to the Terms of Reference

Revision	Author of change	Date	Comments
0.1	Celeste Dubeau	16-Avr-2019	First draft for comments
V1	AIC	13- Jun-2019	ToR approved at first meeting of AIC
V1.1.	Celeste Dubeau	28 – Jul-2020	Changes are per meeting with chair for ToR review
V2	Daniel Trottier	August 2022	Membership and Quorum sections update