University Information Governance Council

An IM/IT Governance Committee
at the University of Ottawa

Updated August 2022

Purpose

The purpose of the University Information Governance Council (the Council) is to help the University maximize institutional value from Information Management and Information Technologies ("IM/IT") investments and practices, and to ensure alignment of IM/IT with the University's strategic objectives and priorities.

Overview

The Council guides the success of IM/IT decisions and priorities.

The role of the Council is to make relevant and timely decisions or recommendations in order to create and stimulate the critical dialogue that will lead to better and more informed decisions. The Council ensures transparency and an increased level of collaboration within the institution and that the investment in IM/IT aligns with the strategic direction of the University, and that the appropriate prioritizations are made.

The Council is supported by the Academic, Research, and Administrative sub-committees.

The Office of the CIO and the Office of the Secretary-General provide guidance on the IM/IT governance and oversees the processes that underpin the IM/IT governance at the University.

Mandate

The primary mandate of the Council is to make recommendations to the Administration Committee to ensure that the IM/IT initiatives and projects that are undertaken are aligned with the University's strategic priorities. The council is central to the IM/IT governance process at the University, and it keeps a visionary perspective toward long-term IM/IT strategies. The security of IM/IT assets of the University is a major concern it considers throughout its deliberations. The Council ensures institutional objectives are appropriately supported by IM/IT initiatives and services and makes budgetary recommendations to the Administration Committee. It must weigh the complex and wide range of needs at the University when assessing the recommendation proposals from the Academic Information Committee, the Research Information Committee, and the Administrative Information Committee.

Every dollar spent on new IM/IT initiatives should support uOttawa's direction for the future. In making recommendations to the Administration Committee, the Council must consider which IM/IT investments best support the University's interests. The Council and its sub-committees will be the prime venues for discussing which IM/IT initiatives should be supported and funded and ensuring the right priorities and strategic alignment are in place. The Council and its sub-committees are not technical committees. Its membership consists of individuals that represent and discuss the business of the University. The objective is to balance size and representation to keep the Council and its sub-committees efficient yet representative of the university.

Specific objectives

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

- Focuses on the strategic direction of IM/IT.
- Applies an overall institutional perspective in the evaluation of issues or concerns related to major IM/IT activities.
- Review, provide advice on, and approve recommendations from the Academic Information Committee, the Research Information Committee, and the Administrative Information Committee regarding policies, funding allocation, and project prioritization.
- Ensure the existing IM/IT solutions and proposed projects are aligned with the University's strategic goals and objectives.
- Recommends priorities among IM/IT opportunities to best achieve University goals.
- Reviews and ensures the University is compliant with legal and regulatory requirements as they pertain to IM/IT.
- Provides briefs on issues that cannot be resolved to Administration Committee for direction and decision.
- Guides IM/IT funding and evaluation and makes decisions regarding large-scale investments within the context of University-wide applications and infrastructure portfolios.
- Makes recommendations to the Administration Committee for funding of IM/IT initiatives.
- Ensures decisions and the reasons for decisions are transparent.

Membership

- Chief Information Officer (Chair)
- Chair of the Academic Information Committee
- Chair of the Research Information Committee
- Chair of the Administrative Information Committee
- Deans (2)
- Chief of Staff, Office of International and Francophonie
- Deputy Provost, Planning and Academic Budgets
- University Librarian and Vice-Provost
- Associate Vice-President, Student Affairs
- Chief of staff, External Relations
- Chief of staff, Resources
- Director, Information Management

Members are expected to have the authority and responsibility to act on behalf of the areas they represent. They are to take a broad, inclusive perspective and advocate for all aspects of IM/IT.

Quorum

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

Meetings

The committee will meet every six weeks and as required or deemed necessary by the Chair.
The chair is responsible for ensuring the maintenance of the agenda, minutes and action items.

Proceedings:

- Guest participants may be invited to meetings for specific discussions.
- 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.
- The Council will recommend a decision for approval by the Administration Committee.

Working groups may be created as needed to deal with specific issues arising from the Council. Meeting agendas are circulated at least two days in advance of meetings. Members may attend in person or by conference call. Meeting summaries will be taken to record all decisions, recommendations, and action follow-up requests, and forwarded to Council members.

Self-Review

Once in every 12-month period, the Council shall devote at least part of one meeting to a review of its policies, practices, and procedures over the preceding 12 months.

Roles and Responsibilities

The University Information Governance Council is the senior administrative group charged to make recommendations to the Administration Committee regarding IM/IT principles, strategic directions, and IM/IT investments.

The CIO is the senior administrator responsible for University strategy and policy development regarding Information Technology ("IT"), and for overseeing the IT decision-making framework. The Office of the CIO manages the IT decision framework by enabling oversight of the IT environment and the decision-making process.

The Secretary-General is responsible for University strategy and policy development regarding Information Management ("IM") and for overseeing the IM decision-making framework. The Office of the Secretary-General manages the IM decision framework by enabling oversight of the IM environment and the decision-making process.

Other Committees and groups impact IM/IT decisions and are important consultative groups. Liaison with these groups is enabled through the CIO and others participating in the IM/IT Decision Framework.

IM/IT Decision Framework

The framework defines the process by which the University of Ottawa will align IM/IT actions with its goals and objectives. These are for decisions that have University-wide implications.

Objectives	1. Enable strategic and tactical alignment of IM/IT with University priorities and goals. 2. Understand the value and impact of IM/IT investments (dollars, human resources, and capital). 3. Identify opportunities for improved IM/IT utilization. 4. Support visible and transparent decision-making. 5. Establish and sustain effective IM/IT policies. 6. Establish performance measurements. 7. Identify and mitigate risks. 8. Satisfy regulatory and formal compliance requirements.
Scope	1. Decisions which relate to the common infrastructure shared by the University. 2. Decisions that require the investment of University funding. 3. Decisions that relate to University-wide IM/IT policies. 4. Decisions that have an impact beyond the local unit making an IM/IT decision. 5. Decisions that establish and manage common IM/IT standards, architecture and infrastructure (including a process allowing exceptions to these standards).

Office of the CIO

The Office of the CIO provides support to the Council to augment the Council's effectiveness. This operational arm will provide detailed decision support information, implement, and monitor decisions.

Objectives	1. Supports the Decision Framework effectiveness by: · documenting the impact and value of IM/IT decisions. · communicating IM/IT decisions, tracking progress, and assessing impact. · improving the decision-making process. 2. Provides oversight information to those involved in IM/IT governance and across the University, enabling and balancing both local and central requirements. 3. Captures and tracks the global overview regarding the existing IM/IT environment (services and infrastructure) and current projects that extend or augment that capacity.
Deliverables	1. Decisions which relate to the common infrastructure shared by the University. 2. Decisions that require the investment of University funding. 3. Decisions that relate to University-wide IM/IT policies. 4. Decisions that have an impact beyond the local unit making an IM/IT decision. 5. Decisions that establish and manage common IM/IT standards, architecture, and infrastructure (including a process allowing exceptions to these standards).

History of changes to the Terms of Reference

Revision	Author of change	Date	Comments
2.0	Daniel Trottier	August 2022	Membership and Quorum sections updated