

JOINT MINISTRY OF FORESTS and Range / FOREST INDUSTRY CIO FORUM TERMS OF REFERENCE

Draft May 2007

Purpose

Government has moved rapidly to an automated interface with its industry partners. This requires significant investments in information management and information technologies (IM/IT) for both industry and government. To ensure efficiencies are realized in the existing model and the correct focus is applied to new initiatives, a continuing working dialogue between the ministry and industry is imperative. This dialogue needs to happen at the CIO level to make sure that directions, plans and schedules of the participants are in alignment.

Mandate

Strengthen the partnership between the ministry and industry in the efficient delivery of IM/IT for both industry and government. We will achieve this by:

Providing a forum for the proactive and co-operative exchange of information on issues and events

Leveraging investments in IM/IT for resource information management operations.

Enabling cooperative implementation of new government policies at the IM/IT level.

Exploring ways to maximize the value of IM/IT investments of all partners and identify strategic trends in IM/IT.

Find common solutions for the problems in interfacing government and industry at the IM/IT level.

Develop a joint annual plan for Government IM/IT investment where there will be an impact to industry and government

Advocating for appropriate and necessary resources to undertake actions or implement decisions.

Decision Process

The CIO Forum will use a consensus-based, decision-making process. Consensus is defined as no substantial disagreement on an issue. Consensus will typically be in the form of a document that acknowledges the different viewpoints on an issue.

Where consensus could not be achieved, the degree of alignment between views shall be assessed by the Chair and at their discretion, a course of action to resolve the differences will be determined. Those actions may include:

Further discussion by the CIO Forum, or;

Delegation to a working group to undertake further analysis and report back to the CIO Forum, or;

Submission of a briefing note for decision to the joint Ministry of Forests and Range / Forest Industry Operations Forum. Briefing notes for decision must be accompanied by a business case.

The intent of this decision process is to create a constructive dialogue where alignment and direction can be achieved.

Once the CIO forum endorses a recommendation or approach, it will be tabled as a business proposal to the appropriate responsibility centre to implement. Proposals to improve the business will be tracked and communicated to all stakeholders in forest information management via an email notification and web access. In this way, other groups or individuals will have a view into these initiatives and other teams will not need to duplicate the actions of the CIO forum. Additionally, the posting and tracking of the status of the proposals will enable the CIO forum to be accountable to its constituents by championing proposals and monitoring the status of implementation.

Administration

Membership:

CIO, Ministry of Forests and Range

CIOs or designates of major forest companies that are represented in the Joint Ministry of Forest & Range / Forest Industry Operations Forum – See appendix A

CIO or designate from BCTS

CIO or designate, Integrated Land Management Bureau

Appointments will be no less than one year. Membership to be reviewed yearly and appendix updated accordingly.

Roles and Responsibilities

Chair:

The Chair will be the CIO of the Ministry of Forests and Range

Bring materials forward to the Joint Operations Forum where appropriate and communicate Joint Operations Forum decisions and comments to the CIO Forum

Actively work to communicate the purpose and work of the CIO Forum at all levels throughout the Ministry of Forests and Range

Oversee the development and distribution of communication materials

Facilitate the work of the CIO Forum

Ensure all action items and decisions are recorded and addressed, and work with the CIO Forum to establish and organize meeting arrangements, agendas, and materials.

The Chair is responsible for providing administration resources (secretariat).

CIO Forum Members:

Prioritize and consolidate issues for review including the identification of key risk factors such as significant Ministry or industry impacts, resource implications, and stakeholder issues; and provide recommendations to resolve issues

Act as champions of good IM/IT, demonstrating leadership in new systems applications, and actively communicating information about the process when opportunities arise

Evaluate team performance at the close of each meeting to continually improve the efficiency and operation of the team

Review new issues and meeting materials in advance of regularly scheduled meetings. When required, conduct timely reviews and provide comments on issues that must be expedited

Act as a contact for staff in their representative area or office to bring forward comments on new issues and communicate back information on issues

Review the Terms of Reference as needed

Meetings:

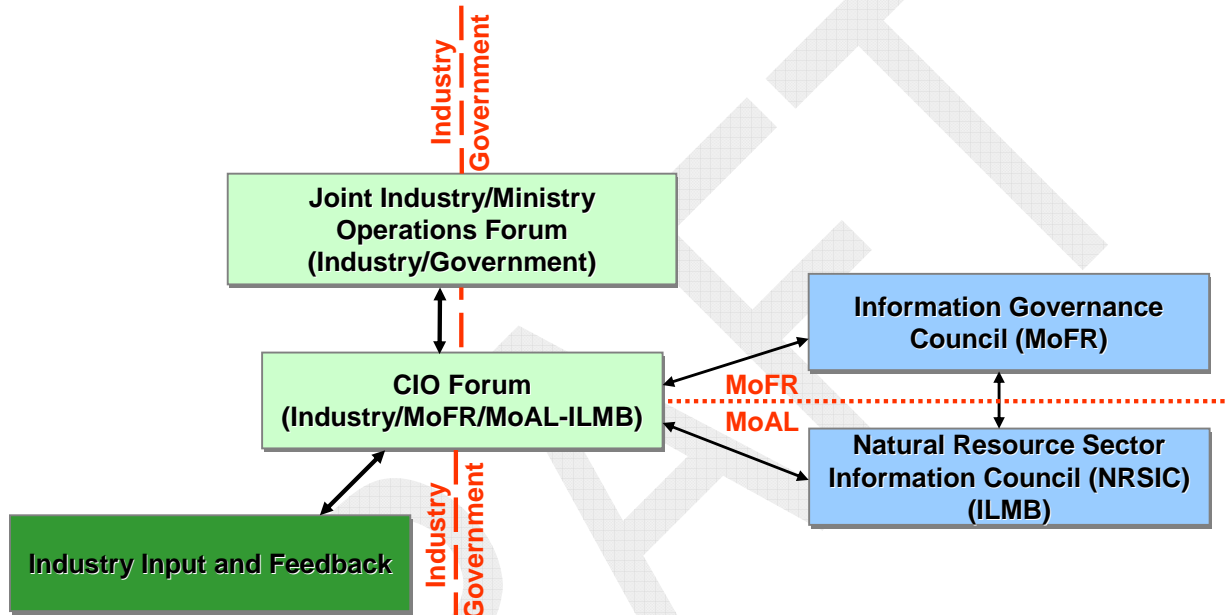
In-person meetings will generally be held on a quarterly basis. Additional meetings, including conference calls or on-line meetings will be scheduled as required.

In-person meetings will be approximately 5 hours long.

Prior to each meeting, a draft agenda prepared by the Chair shall be distributed a week in advance. The first item of business at each meeting shall be to review and approve the draft agenda and previous minutes.

Minutes will be recorded for each meeting and circulated electronically to the CIO Forum members within two weeks.

CIO Forum Linkages



Appendix A

Members of the Joint Ministry of Forests and Range / Forest Industry CIO Forum

	<u>Affiliation</u>	<u>Business Phone</u>	<u>Email</u>
Evert Kenk	BC MoAL ILMB	(250) 356-5351	Evert.Kenk@gov.bc.ca
Gloria Wills	BC MoFR IMG	(250) 356-5145	Gloria.Wills@gov.bc.ca
Nelson Lah (Chair)	BC MoFR, IMG	(250) 387-8458	Nelson.Lah@gov.bc.ca
Gail Brewer	BC Timber Sales	(250) 387-8629	Gail.Brewer@gov.bc.ca
Brian Quinn	BC Timber Sales	(250) 952-0421	Brian.Quinn@gov.bc.ca
Mark Todd	Canadian Forest Products Ltd.	(250) 962-3565	Mark.Todd@canfor.com
John Tolkamp	Canadian Forest Products Ltd.	(604) 661-5455	jtolkamp@mail.canfor.ca
Keith Power	International Forest Products Ltd.	(604) 422-3402	Keith.Power@interfor.com
Jim Spencer (Secretariat)	Point Consult Group	(250) 756-0511	jspencer@island.net
Paul Harrison	Tolko Industries Ltd.	(250) 545-4411	Paul.Harrison@tolko.com
Rob Kennett	Tolko Industries Ltd.	(250) 547-1219	Robert.Kennett@tolko.com
Allan Bennett	West Fraser Mills Ltd.	(250) 992-9244	Allan.Bennett@westfraser.com
Vince Parrott	West Fraser Mills Ltd.	(250) 992-0809	Vince.Parrott@WestFraser.com
Chris Clements	Western Forest Products Ltd.	(250) 286-4157	CClements@westernforest.com
Carolynn Anderson	Weyerhaeuser Company Ltd.	(403) 375-0490	Carolynn.Anderson@Weyerhaeuser.com
Dan Battistella	Weyerhaeuser Company Ltd.	(250) 828-7332	Dan.Battistella@Weyerhaeuser.com

Members of the Joint Ministry of Forest & Range / Forest Industry Operations Forum

Tim Sheldan	Assistant Deputy Minister	Operations - MoFR
Gary Townsend	Executive Director	Operations - MoFR
Al Prelusky	Operations Director	Operations - MoFR
Jim Gowriluk	Regional Executive Director	Coast Forest Region - MoFR
Phil Zacharatos	Regional Executive Director	Southern Interior Forest Region - MoFR
Bill Warner	Regional Executive Director	Northern Interior Forest Region - MoFR
Charlie Western	Senior Timber Tenures Forester	Timber Tenures Section - MoFR
Bruce MacNicol	Chief Forester	West Fraser Timber Company
Bob Taylor	General Manager BC	Weyerhaeuser Company Ltd.
Otto Schulte	Vice President Coastal Woodlands	International Forest Products Ltd.
Tom Lundgren	General Manager Forestry	International Forest Products Ltd.
Randy Chan	General Manager Environment & Forestry	Tolko Industries
Gord Sluggett	Woodlands Manager	Bell Pole
Walter Matosevic	Chief Forester	Canadian Forest Products Ltd.
Henry Sirkia	Vice President, Logging Development	Hayes Forest Services Limited