

Information Management Advisory Committee (IMAC)

TERMS OF REFERENCE

Background

In the Fall of 2000, a task force of representatives from various information management communities within government was created to develop a corporate Information Management Framework for the Government of Alberta (GOA). This initiative was championed by the Deputy Ministers of Innovation and Science and Government Services. The Information Management Framework was completed in Spring, 2001 and was approved by the Deputy Ministers' Committee in April 2003.

With the approval of the framework, the task force was replaced in 2003 by an advisory committee to address issues related to the management of information assets in the GOA and membership was expanded.

These terms of reference will guide the work of the committee for the next year and should be reviewed in 2006-2007.

Purpose

The purpose of the Information Management Advisory Committee (IMAC) is to provide advice and direction on the management of information assets within the Government of Alberta.

Objectives

- To promote and guide the implementation of the Government of Alberta's Information Management Framework by:
 - facilitating the development of and recommending policies, standards and practices that support improved information management across government.
 - strategic planning of corporate information management initiatives, advising on priorities, acting as a Steering Committee for the corporate information management initiatives, and supporting the ongoing monitoring of the implementation of the framework.
 - recommending and soliciting Ministry resources to comprise task forces and subcommittees that address specific issues and priorities.
 - monitoring the legislative framework related to the management of information to ensure it continues to meet the needs of government.

- To assess common challenges, areas of cost savings and efficiencies, and recommend common approaches for adoption within the GOA.

- To foster the sharing of ministry achievements and policies, standards, and practices.

- To promote and facilitate cooperation among the information management and information technology management communities of practice across government and with other jurisdictions on common information management issues.

Sponsorship

IMAC will be sponsored by the Assistant Deputy Minister, Information Technology (Restructuring and Government Efficiency) and the Assistant Deputy Minister, Government and Program Support Services (Government Services).

Reporting

IMAC will report to the Chief Information Officers (CIO) Council. Because information management issues affect other management areas, IMAC will communicate regularly with the Administrative Services Council and as required with other Councils which report to the Deputy Ministers' Committee in the Government of Alberta, including the Senior Financial Officers, and Human Resource Directors councils.

A number of the initiatives will also be reported on and reviewed by the Alberta Records Management Committee.

Membership

- IMAC will be chaired by the Director, Information Management, (Government Services). The chair will be responsible for:
 - developing meeting agendas and convening meetings,
 - managing the planning process,
 - contract management for contracts to support the work of IMAC,
 - providing regular updates to the project sponsors, and
 - liaison with other Committees and Councils in the Government of Alberta (e.g., CIO Council, Administrative Services Council, Senior Financial Officers Council, Human Resources Directors Council, Information Security Management Committee, FOIP Coordinators, Information Technology Advisory Committee, Senior Records Officers, Cross-Government Internet Committee, Government of Alberta Library Services Association).
- Members of IMAC will include:
 - representatives from corporate functions and related cross-government initiatives,
 - representatives from practitioner communities related to information management, and
 - management representatives responsible for information management in the ministries.
- Corporate functions represented on IMAC will include:
 - Information Management Branch (Government Services)
 - Information Technology (Restructuring and Government Efficiency)

- Business Services (Restructuring and Government Efficiency)
- Public Affairs Bureau
- Provincial Archives of Alberta (Community Development)
- Cross-government initiatives such as Service Alberta will also appoint representatives to IMAC.
- Representatives will be included from the following information management/information technology management practitioner communities:
 - Access and Privacy (FOIP)
 - Information Management
 - Information Technology (Architecture/Data Management)
 - Web site Management
 - Knowledge Management
 - Library Management
 - Publishing
 - Records Management
 - Security
- A staff member from Information Management Branch, (Government Services) will provide secretariat support for the committee.

Member Accountability

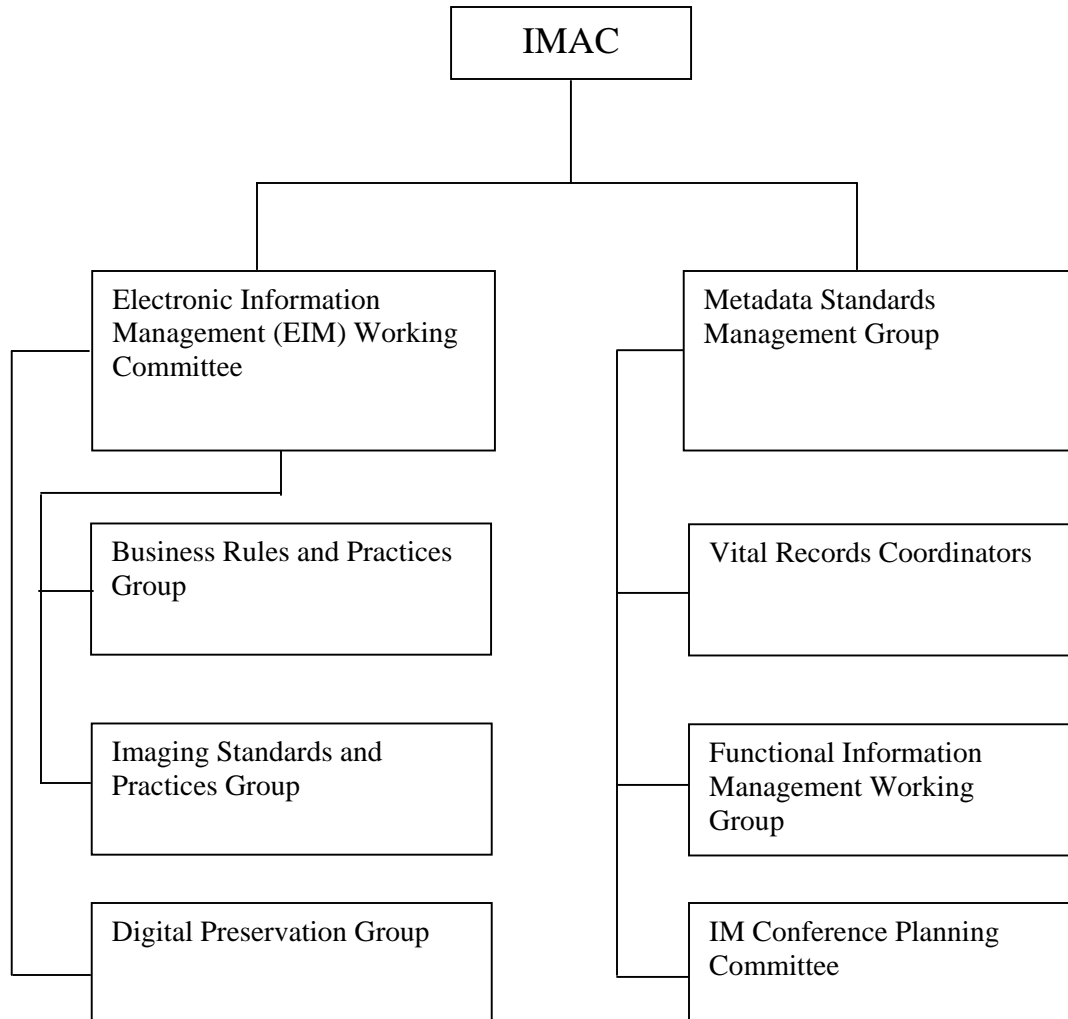
- To sustain a corporate perspective to fulfill the Terms of Reference and to support the GOA IM Framework.
- To represent the identified organizations and/or community of practice to ensure effective input and coordination of questions, concerns etc. and the sharing of information.
- To sit on or chair task forces or subcommittees as required.

Meeting Frequency

- IMAC will generally meet monthly except for July and August subject to there being sufficient information for discussion and sufficient membership available to warrant meeting.
- All minutes and agendas will be posted on the SHARED RePository (SHARP) and it is the IMAC member's responsibility to disseminate that information within their Ministry.
- Various groups struck to examine specific issues and problems will meet as often as deemed necessary by their Chairs.

Subcommittees

- In 2005/06, the following subcommittees have been or will be established to support the priority activities of IMAC.



- Members of these committees will include IMAC members as well as other experts as required.
- A terms of reference for each committee will be developed. Deliverable and reports will be provided to IMAC regularly.
- Ad hoc task forces and subcommittees may also be struck as required.