

# Interoperability Program

## Steering Committee Terms of Reference

Version 1.2, May 2007

# I Purpose

This document sets out the:

- Terms of Reference of the Interoperability Program Steering Committee
- Membership of the Interoperability Program Steering Committee (IPSC)
- Criteria and process for the development and endorsement of the outputs of the Program
- Contribution and role of:
  - IAPPU
  - Agencies
  - Working groups

The *Interoperability Program Business Plan* documents the background, objectives, outcomes, outputs and scope of the Program.

## 2 Background on the Interoperability Program

The Interoperability Program is to improve whole-of-government efficiency, effectiveness and agility through business, information and ICT interoperability, such as increasing the level of commonality and linkages.

The approach of the Program in achieving its goals include:

- Developing standards and related guidelines for implementation by agencies through a consultative and inclusive approach
- Documentation of “maps of key systems” of agencies
- Communication and marketing activities

The Business Plan provides more detail on the program’s longer term outcomes and the more immediate outcomes and outputs.

The Inter Agency Steering Committee is the Program Business Owner. The Steering Committee is to provide direction to the Program and to ensure the outputs meet the business objectives. Accordingly the Steering Committee includes a mix of business and IT skills.

Much of the activities of the Program will be via working groups.

## 3 Function of the Interoperability Program Steering Committee

The Interoperability Program Steering Committee is to oversee the Program, as documented in the Business Plan. Its role, including Terms of Reference is set out within this document.

The Inter Agency Steering Committee (IASC) is the business owner of the Program and owner of the Business Plan and is required to approve the program’s strategic direction.

## **4 Roles**

### **4.1 Interoperability Program Steering Committee**

The role of the Interoperability Steering Committee is to:

- Approve the initiation of the development and endorse the final standards and related guidelines as documented in Section 5
- Be responsible for policy and prioritisation decisions essential for the delivery of program outputs and the attainment of program outcomes.
- Be responsible for ensuring appropriate management of the program components outlined in Program Business Plan including risk monitoring, quality and timeliness.
- Ensure the program scope aligns with the requirements of stakeholders, that effort and expenditure are appropriate to stakeholder expectations and keep the program scope under control as emergent issues force changes to be considered
- Report on program progress to those responsible at a high level.

### **4.2 Role of the individual Steering Committee members**

The role of the individual members of the Interoperability Program Steering Committee includes:

- Understanding the strategic implications and Outcomes of initiatives being pursued through the Program Outputs.
- Appreciate the significance of the Program for Stakeholder Groups and represent their interests
- All members of the Steering Committee are required to actively support the Program and act as advocates for the Outcomes; the purpose of this function is to support the Program Manager in achieving broad Agency commitment to the Outcomes
- As required, participation, or leading, working groups developing standards and related guidelines

### **4.3 Inter Agency Steering Committee's (IASC) Role**

IASC, as business owner of the Interoperability Program, will:

- Be responsible for approval of the Business Plan and Interoperability Program Steering Committee's Terms of Reference
- Approve, request changes, or reject the guides and other outputs, which have been endorsed by the Interoperability Program Steering Committee in accordance with the criteria outlined in Section 5.3
- Be responsible for the achievement of the Interoperability Program's Outcomes through the adoption of the Program's Outputs

### **4.4 IAPPU's Role**

IAPPU will:

- Be the secretariat of the Interoperability Program Steering Committee

- Update the IASC on Program activities
- Deliver the Outputs documented in the Program Business Plan
- Manage projects approved and assigned to IAPPU by the Interoperability Program Steering Committee, and report on progress to the Interoperability Program Steering Committee.

#### **4.5 Tasmanian Government Agencies**

- Agencies can actively contribute to the Interoperability Framework by submitting proposals or standards and related guidelines for endorsement in accordance with the processes and criteria documented in Section 5.
- Agencies, via incremental processes, will be expected to progressively implement the standards and related guidelines through the 'opt-in/argue-out' principle<sup>1</sup> within agency decision-making processes.

#### **4.6 Project Tasks and Working Groups**

- Working groups will be established as required to develop standards and related guidelines for endorsement by the Interoperability Program Steering Committee in accordance with the processes and criteria documented in Section 5.
- Working groups will consist of small specialist work groups, dedicated to producing a well-defined guide/output within a specified timeframe and will probably involve one or more members of the IAPPU Program team to support the activity.
- During the development of the guides the Working Groups are responsible for consulting with agencies and stakeholders.

### **5 Interoperability Program approval process by Steering Committee**

#### **5.1 Guide/Standard Development Approval Process**

The purpose of the guide/standard development approval process is to:

- Assist in managing the Program's workload and priorities
- Screen proposals to ensure they support the desired outcomes of the Program

IAPPU need not be the initiator of all proposals, or owner of all guides.

Proposals to develop interoperability standards and related guidelines which involve committing IAPPU resources or resources of several agencies will be assessed by the Interoperability Steering Committee according to the criteria documented in Section 5.3.

If approved, the Interoperability Program Manager would oversight the development of the guide/standard in conjunction with the Business Owner.

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<sup>1</sup> Agencies will by default "opt in" to adopt standards, however, where a legitimate business case exists for an alternative approach, agencies may "argue out" of the adoption of the standard.

## **5.2 Guide/Standard Output Endorsement Process**

The endorsement process is independent of the development approval process. Proposals for endorsement need not be preceded by a guide/standard development approval.

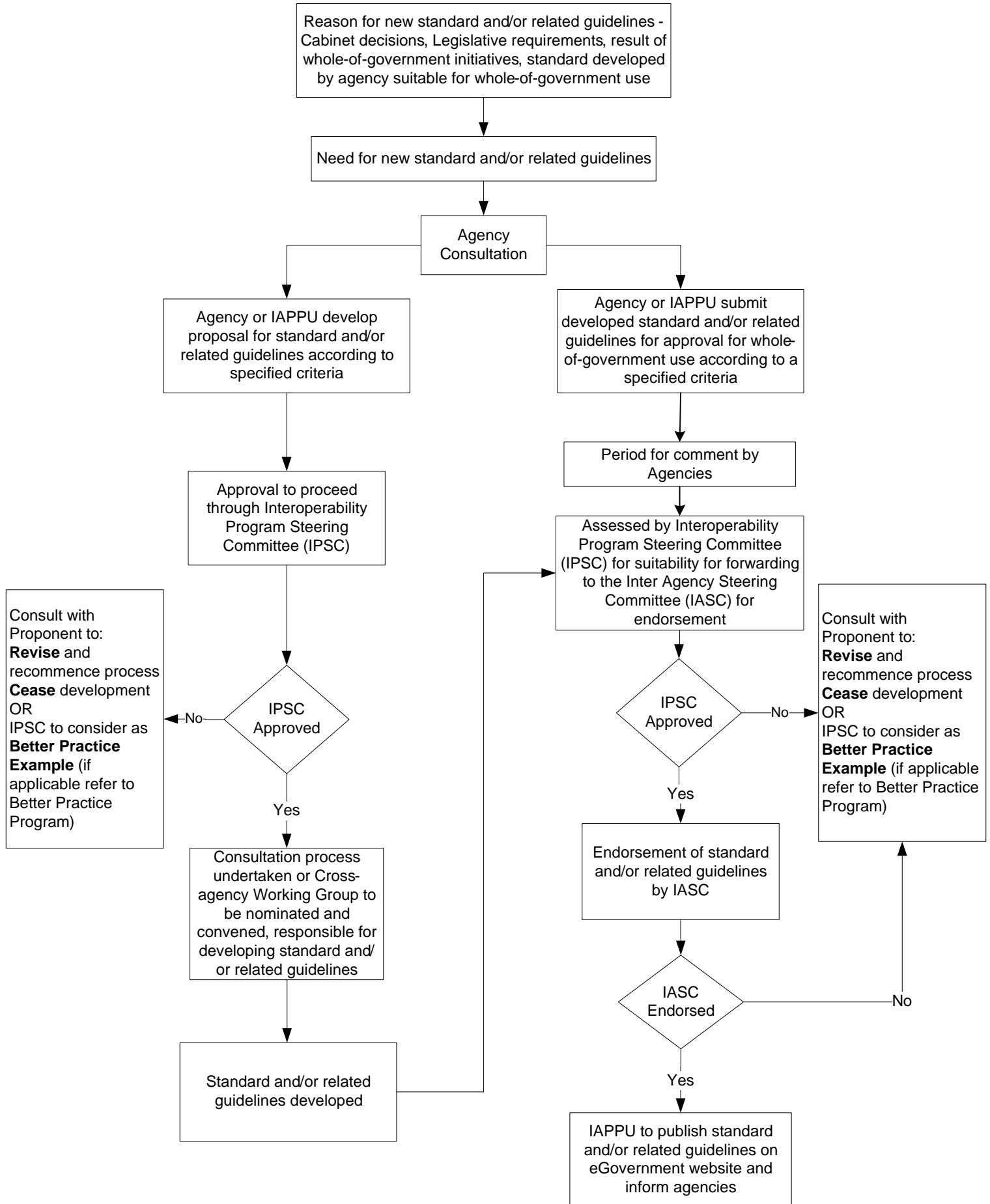
IAPPU need not be the initiator of all submissions, or owner of all guides.

Standards and related guidelines submitted to the Interoperability Program Steering Committee will be assessed for suitability for forwarding to the IASC for approval according to the criteria documented in Section 5.3.

## **5.3 Criteria**

- Practical need for the guide/standard, including business issues and likely initial implementations
- Capacity of the proposed owner to maintain the proposed guide/standard
- The proposed guide/standard's ability to support the Interoperability Program's objectives and outcomes
- Compliance with national or international standards
- Compliance with relevant legislation or policy (eg Tasmanian Information Security Framework)
- Consultation process proposed/used to develop the guide/standard
- Anticipated whole of government benefits, costs and disbenefits
- Anticipated agency benefits, costs and disbenefits
- Implementation/adoption methodology and any anticipated implementation issues
- Risks in –
  - o Not having the proposed guide/standard
  - o The proposed guide/standard

# Development and Management processes of Standards and related Guidelines for Interoperability Program



Review Process under development

## **6 Committee Operations**

### **6.1 Membership**

Interoperability Program Steering Committee will have member representation from all agencies at a senior level, the Chair being a representative of the IASC, and having a range of business and ICT expertise.

### **6.2 Procedures**

- The Chair, a representative of the IASC, shall convene the Interoperability Program Steering Committee
- Agencies may send a proxy. However, if an agency continues to send a proxy this will be raised with the agency's IASC representative
- Decision making will be via consensus
- Where possible meetings will be limited to one hour
- IAPPU, as secretariat shall:
  - Develop, in consultation with the Steering Committee, and circulate the meeting schedule.
  - Distribute agenda papers within three working days of each meeting.
  - Distribute draft minutes within five working days of each meeting.