

## **Minutes of the June 19, 2012 EDTF – CIE Subgroup meeting**

Room 206, 40 Sheppard Ave. West, Toronto

**Participating:** Roger Jones, George Comrie, Jim Finch, Tyson Macaulay, Colin Cantlie (t/c), Ian Marsland, Peter DeVita (t/c), Jordan Max (staff advisor)

**Regrets:** Corneliu Chisu, John Clark, Alana Lavoie

The meeting started at 7:00 pm.

### **1. Approval of Agenda**

The agenda was reviewed. Colin requested that the staff comments to section 9.7 of the Phase II report be included in item 5. Motion to approve as amended: Jim/Ian – passed.

### **2. Approval of May 30<sup>th</sup>, 2012 meeting minutes and follow up on action items**

The draft May 30<sup>th</sup> minutes were reviewed without amendment. Motion to approve: Ian/Tyson – passed.

There was no business arising from the minutes. Roger noted that the Limited Licence protocols may change for Saving Manufacturing Engineering. Tyson reported he was not able to attend the ITAC meeting since his new employer is not an ITAC member. George suggested we revisit the issue of PEO or CIE becoming an ITAC member in the future.

### **3. Stakeholder Consultation**

George reported that there is nothing to report on Regional Stakeholder Events (Ottawa, GTA, Waterloo) at this time. Tyson suggested we work with the Toronto Area Security Klatsch (TASK).

### **4. Phase II Report**

George noted there was a need to take stock of our progress and what remains to be drafted in time for the September Council meeting, and to identify any holes in the current work, for example, credentials and certifications, and labour market information. He referred to the NIST presentation on NICE's qualifications and training requirements posted in Central Desktop. There is also a need to look carefully at the Limited Licence, in particular any generic academic requirements and security clearances as evidence of "good character". Risk assessment was also mentioned as an area needing work. It was concluded that this would work better if all of the sections were combined into one document so everyone could view them in their entirety, see how it read together, and identify any gaps or holes. Another suggestion was that a SWOT analysis be done to identify all external challenges and

opportunities. The report should balance between reliability (internal threats) and security (external malevolent threats). Finally, a need was identified to draft a “storyline” in the purpose section to give a coherent narrative to the report, as opposed to an Executive Summary which would pull together the different section highlights.

Colin reported briefly on staff comments to Section 9.7, which indicated there were factual errors in the Complaints form.

**Actions:**

**Jordan** to merge all Phase 2 report documents into one document on Central Desktop.

**George** and **Peter** to collaborate on the report’s “storyline” in the Purpose section.

**Everyone** to review the merged Phase 2 report and provide comments in the document itself, and to finish drafting content.

**5. Next Meeting**

The next meeting dates set were for Wednesday, July 18<sup>th</sup> and Wednesday, August 15<sup>th</sup>, also from 6-9pm.

The meeting was adjourned at 9:02pm.