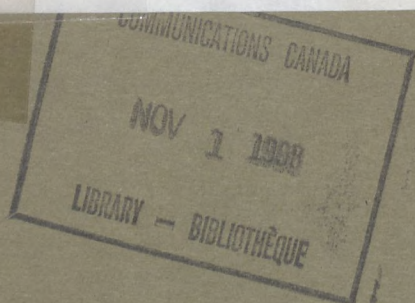


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TELECOMMUNICATIONS ADVISORY COMMITTEE

EXECUTIVE

ANNUAL REPORT

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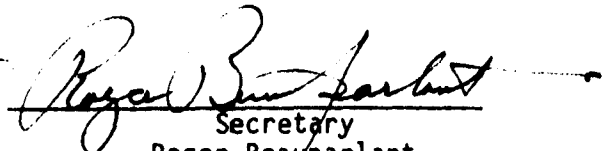
Telecommunications Advisory Committee

Mr K T Hepburn
Assistant Deputy Minister
Spectrum Management and Government Telecommunications
300 Slater Street
Ottawa, Ontario
K1A 0C8

We are pleased to submit to you the second report on the activities of the Telecommunications Advisory Committee. This Annual Report describes the accomplishments of the Committee during the fiscal year ending March 31, 1982.

During the year, the Committee continued to fulfill its primary responsibility of "advising and assisting the Department of Communications in the long-range planning and co-ordination of the use of telecommunications on a government-wide basis". As you will see, the attached document reveals the various spheres of activity in which the Committee has been involved and reports on the studies carried out by the working groups.


Chairman
Colonel B J Bennett


Secretary
Roger Beauparlant

Attach.

ANNUAL REPORT

OF THE

TELECOMMUNICATIONS ADVISORY COMMITTEE

FOR

1981/82

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Revenue Canada - Customs & Excise
Royal Canadian Mounted Police
Indian and Northern Affairs
Energy, Mines and Resources
Supply and Services Canada (Supply)
Supply and Services Canada (Services)
Employment and Immigration
Public Works
National Research Council
Health and Welfare

In 1981 two new members joined the committee, namely Health and Welfare and representation from the Deputy Minister of Services.

In March 1981, Colonel B J Bennett from the Department of National Defence, succeeded Mr W K Wardroper of External Affairs as Chairman of the TAC. In December 1981, Mr R Beauparlant replaced Mr G Rouleau as Secretary of the Committee.

ACTIVITIES

Administrative Policy Manual

During 1981/82, Treasury Board issued Chapter 435 - Telecommunications Administration and Chapter 436 - Telecommunications Administrative Practices of the Administrative Policy Manual. The chapters were developed by a TAC working group and endorsed by the membership.

Major additions reflected concerns of the telecommunications community and the discussions of the Committee over the past several years. The major new or expanded sections of Chapter 435 which were not covered in the Guide on Telecommunications Administration include:

Planning, which incorporates the process and the role of the Annual Review including the requirements for departments to maintain an inventory of telecommunications facilities and equipment and identify their requirements as part of their budgetary planning process.

Standards and Attachment Regulations, which reflects the need for appropriate telecommunications standards in the changing regulatory environment;

Telecommunications Coordinators, which delineates the functions of the coordinator as identified in the Profile developed by DOC, PSC and TAC and includes a directive stipulating the mandatory designation of a telecommunications coordinator and guidelines with respect to personnel and training as derived from the "Report on Telecommunications Training and Needs Identification";

Evaluation & Monitoring, designed to facilitate telecommunications management and accountability;

GTA Cost Allocation Policies and Procedures
(Appendix A) and;

Telecommunications Financial Coding (Appendix B).

Chapter 436 which aggregates telecommunications administrative practices together with copies of Chapter 435 were distributed to all Telecommunications Coordinators.

TAC WORKING GROUP/ACTIVITIES

Following is a summary of activities concerning Working Groups of TAC:

Telecommunications Definition & Expenditure Coding

The completion of work in defining expenditure coding to permit all costs to be accounted for and easily made visible for departmental and central authority accounting and budget control purposes was completed and followed up by a letter to federal Government organizations from the Comptroller General early in fiscal year 1981/82 to effect implementation.

Terms of Reference were then prepared to address non-financial matters i.e. to identify information and statistics that will facilitate telecommunications management and to recommend appropriate action on regulations, policies, directives, guidelines and administrative practices.

Two Sub-Working Groups were established to cover activities related to these terms of reference i.e. "Telecommunications Management" and "Telecommunications Inventory". Considerable information has been assembled to support these Sub-Working Groups, notably the conceptual system for a federal Government telecommunications inventory (IOTA-Inventory of Telecommunications Applications), departmental position papers on telecommunications management structures and a document titled "Telecommunications Coordinators' Manual".

Co-ordinated Procurement of Telecommunications
Acquisition

This Working Group pursued the merits of consolidated procurement of Telpak services for the federal Government, i.e. treating the Government as a single customer. The group, consisting of representation from DSS, TBC, DOC, MOT and DND concluded that consolidated procurement of Telpak would realize an estimated savings to the federal Government of \$2 million annually. Based on the committee recommendation, TBC notified TCTS on the intended consolidation of government Telpaks and named GTA as the agent on behalf of the Government. Action was initiated to implement the concept of consolidated Government Telpaks account on April 1st, 1982.

Annual Review & Departmental Reporting Requirements to
TBC

The planning process developed in the late '70s as an action response to the Guide on Telecommunications and now Chapter 435 of the Administrative Policy Manual, provides support to the management of telecommunications in the federal Government. One of the key outputs in this process is the Annual Review of Telecommunications. DOC is in the process of publishing the fourth edition of this Review. Deputy Heads of Departments will be apprised of the highlights and copies will be distributed to departmental telecommunications personnel. Contents of the Annual Review present a planning framework which has proven to be a useful tool in helping departments to plan and develop efficient and effective telecommunications systems with prime target areas in office automation. Case studies report on work

done in departments to action recommendations of last year's Annual Review. In particular, case studies designing an interdisciplinary organization to develop and implement office automation systems and in financing office automation development are included in this issue.

There is evidence that comprehensive plans are now being developed in some major departments and agencies. Service improvement and cost reduction are the most common objectives of these plans, and office automation the most common approach. Most reporting organizations still, however, demonstrate a focus on the shorter term perspective in communications systems planning. This is understandable, given the general scarcity of qualified telecommunications personnel and the extent of the challenge represented by the rapidly changing telecommunications environment.

Integrated Telecommunications/EDP Reports & Plans

The Annual Review is produced, partly on the basis of Annual Telecommunications Reports and Plans submitted to Treasury Board. Initiative has taken made to merge the annual departmental EDP and Telecommunications Reports and Plans under a common submission, titled Information Technology and Systems Plans. This year's reports and plans will be due at Treasury Board in October. Subsequent years are expected to see

further integration of EDP and Telecommunications instructions and reporting format, with a closer relationship to the expenditure management system used in the federal Government.

ACIS/TAC Working Group on EDP/Telecommunications

Aware of the impact of integration of technologies on telecommunications planning, the TAC members have been invited to participate on the working group formed by the Advisory Committee on Information Systems (ACIS) to examine this question. The issues related to the convergence of telecommunications, computer technology and office equipment has always been a high priority item for discussion at meetings of the TAC. The committee expressed the view that, while individual departmental initiatives dealing with the convergence of technologies must be encouraged, there is an urgent need for developing guidance at an interdepartmental level, with the formal and direct participation of respective communities in support of central agency action that might be appropriate. The committee recommended the recognition of a combined ACIS/TAC working group as a positive step in this direction.

Terminal Attachment

The impact of the interim decision of the CRTC which allows for the attachment of subscriber-provided terminal equipment to Bell Canada and B.C. Tel's

facilities was addressed by the committee. Following recommendations from the members, the following course of action was taken:

- A- In August of 1981, GTA provided, through a circular letter, interim guidance to department on the subject of PBX's acquisition.
- B- The TAC Chairman, with the support of TBC and DOC/GTA submitted a draft letter to TBC for subsequent distribution to Deputy Heads.
- C- On the last meeting of the fiscal year, DOC/GTA tabled a new circular letter on the subject. (The circular is to be distributed in May, 1982).

Personnel

Based on the observations of a number of departments, the issue of competition from the private sector in the hiring of EDP management and telecommunications experts were discussed. The members found it appropriate to refer this matter to the Advisory Committee on Information Systems (ACIS).

Security

In addition to giving its attention to the numerous issues raised to date, the TAC continued its examination of alternatives for the transmission

of classified information. Following negotiations between DOC, RCMP and DND concerning access to the protected systems of these organizations, a memorandum of understanding was signed and guidelines for users were drafted. There is now a new service which routes messages by electronic means through RCMP and DND transmission centres. We should also point out that several departments are currently connected by protected electronic channel to the External Affairs switching system which handles the routing of classified messages.

SUMMARY

The meetings that have taken place between the departments and agencies represented in the Telecommunications Advisory Committee have produced fruitful exchanges that have resulted in the identification of telecommunications needs and appropriate courses of action. The recommendations stemming from the committee meetings are the primary source of direction for studies carried out by the working groups.

The rapid growth in telecommunications increasingly requires constant planning and coordination on the part of the government and the TAC continues to make major contributions in this area.

APPENDIX A

TERMS OF REFERENCE OF THE

TELECOMMUNICATIONS ADVISORY COMMITTEE

TELECOMMUNICATIONS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Overall Goal

The Telecommunications Advisory Committee advises and assists DOC in the long-range planning and co-ordination of the use of telecommunications on a government-wide basis.

2. Advisory Role

The Telecommunications Advisory Committee acts as a forum for the telecommunications users to discuss mutual problems and to provide, at a senior level, advice to GTA on such matters as:

- a) long-range planning needs;
- b) the demand for new services and the need for the development of new systems;
- c) means of satisfying user requirements.

3. Supportive Role

The Telecommunications Advisory Committee, through the individual experience of member departments, creates feedback at a senior level by:

- a) providing a forum for members to exchange information concerning the cost and effectiveness of services received from GTA and other sources;
- b) providing a forum for the discussion of major issues and problems, and for suggesting possible courses of action;
- c) encouraging the evaluation of major systems in the government and the evaluation of present co-ordinating mechanisms in government;
- d) providing a forum for the discussion of proposals for changes in administrative policy, directives and guidelines regarding the planning, co-ordination, operation, and evaluation of telecommunications systems in government.

4. Committee Membership and Meetings

Membership on the Committee is at a senior level and includes the departments of Communications, Supply and Services (Supply), National Defence, Transport, External Affairs, Environment, the Royal Canadian Mounted Police, the Treasury Board Secretariat and a number of other departments and agencies which are normally major users of telecommunications in the government and which are selected by TBC.

The Chairman of the Committee is elected by the members, while GTA provides the secretariat for the Committee on an on-going basis. The Committee meets at least once a year and additional meetings may be called by the Chairman or DOC, as required. Requests to the Chairman may originate from any member.

APPENDIX B

RULES OF PROCEDURES FOR THE OPERATION OF THE

TELECOMMUNICATIONS ADVISORY COMMITTEE

RULES OF PROCEDURE
FOR THE OPERATION OF THE
TELECOMMUNICATIONS ADVISORY COMMITTEE

1. EXECUTIVE

- a) The Executive shall consist of a Chairman and a Secretary.
- b) An Annual Report shall be prepared by the Executive at the end of each fiscal year for the advisement of the Assistant Deputy Minister, Spectrum Management and Government Telecommunications, Department of Communications. Copies of this report will also be distributed to Treasury Board and departments.

2. CHAIRMAN

- a) The Committee shall select a Chairman by nomination and majority vote.
- b) The term of office for each Chairman shall normally consist of one fiscal year (i.e., April 1 - March 31).
- c) Should the Chairman resign for any reason, it is the responsibility of his/her department to provide a replacement, acceptable to the Committee, to finish the unexpired term. If for any reason this should not prove feasible, the procedure in (a) immediately above shall apply.
- d) If the Chairman is absent from a meeting the immediate past or other past Chairman should assume the Chair. If no such past Chairman is present, the Secretary should assume the Chair.

3. SECRETARIAT

- a) The Government Telecommunications Agency shall provide the Secretary and secretarial services necessary to support the Committee. The Secretary is a non-representative, non-voting member.
- b) The agenda and any supporting documentation, including proposals are to be distributed at least two weeks before each meeting. Only the Chairman may authorize the tabling of papers less than two weeks before a meeting.
- c) The minutes of the Committee will be prepared in both official languages and will normally be distributed to members and alternates within three weeks of each meeting. The minutes will also be distributed to the departmental telecommunications coordinators of all departments and agencies which are subject to the policies and guidelines of the Treasury Board Administrative Policy Manual, Chapter 435, "Telecommunications Administration".

4. MEMBERSHIP

- a) Membership on the Committee is at a senior level and includes the departments of Communications, Supply and Services, National Defence, Transport, External Affairs, Environment, the Royal Canadian Mounted Police, Treasury Board Canada and a number of other departments and agencies which are normally major users of telecommunications.
- b) Each department may be represented by one member and one alternate except in the case where a department provides and is considered as a common service agency. In the latter case one member may be appointed to represent the common service agency with a second member representing the department as a "user" of telecommunications. The criteria per e) below shall be used to establish the "user department" membership.
- c) The department supplying the Chairman may, during his/her term of office, have an additional departmental representative who will have the right to vote.
- d) At any time any department may apply for membership to the Office of the Deputy Secretary, Administrative Policy Branch, Treasury Board Canada.
- e) At least annually the membership of the Committee is to be reviewed by Treasury Board staff with the Executive, who will consult with appropriate members. This review should normally take place before the beginning of each fiscal year.
- f) The following criteria will be evaluated when considering new membership applications and when reviewing the on-going membership:
 - i) impact of department or agency on total telecommunications expenditures of the federal government;
 - ii) impact of telecommunications on departmental program;
 - iii) level of representative - members shall normally be at the Director General or equivalent level;
 - iv) attendance record of representative.
- g) The names of each departmental representative and one alternate representative shall be transmitted by letter to the Secretary. Departmental representatives not so identified are not entitled to vote.

5. OBSERVERS

- a) Departmental representatives may be supported, as they deem necessary, by any number of observers to provide specialist advice. To be recognized by the Chair such observers must, however, address the Committee through their official representatives.
- b) Anyone wishing to attend a meeting who is from a non-represented department shall request permission to attend by notifying the Chairman at least one week prior to the date of the meeting. Non-represented observers are not qualified to address the meeting unless they specify such requirement at the time of their request to attend.

6. VOTING

- a) Each department shall only have one vote.
- b) Recommendations will be made by a majority vote of the committee; however, all recommendations that are not unanimous will include the position and identification of each dissenting department.
- c) The Chairman has voting privileges only when a tie vote is recorded, in which instance he/she shall cast the deciding vote.

7. FREQUENCY OF MEETINGS

- a) Meetings shall be called by the Chairman or DOC, as required, with a minimum attendance of a quorum (a quorum shall comprise 10 voting members).
- b) The Committee shall normally meet quarterly, as a minimum schedule.
- c) The date of the next meeting shall be decided as the last item on the agenda of each meeting and any subsequent change of this date will require three weeks notice to departmental representatives.

8. LOCATION OF MEETINGS

The location of Committee meetings will be determined by the Secretary.

9. WORKING GROUPS

The work of the Committee will be carried out by working groups selected by and tasked by the Committee. The working groups will have specific objectives with time limits to the extent feasible.

10. PRESENTATIONS

- a) Presentations given by any segment of the public sector on topics of interest to the Committee will normally be given within the forum of Committee meetings.
- b) Presentations given by any segment of the private sector will be arranged in coordination with the Secretary. Whether these presentations are given within or outside the forum of Committee meetings shall be decided upon as they arise by the Executive.

APPENDIX C

PRESENTATION TO THE

TELECOMMUNICATIONS ADVISORY COMMITTEE

- 1 - Digital Multiplex Switching System (DMS) -
audio-visual presentation - René Guindon (GTA),
March 25, 1981
- 2 - "Electronic Messaging Application and Network" -
Dan Sum (GTA), June 18, 1981
- 3 - ANIK "B" Satellite - Field Trial - audio-visual
presentation - Dan Sum (GTA), September 25, 1981