Open Government Steering Committee
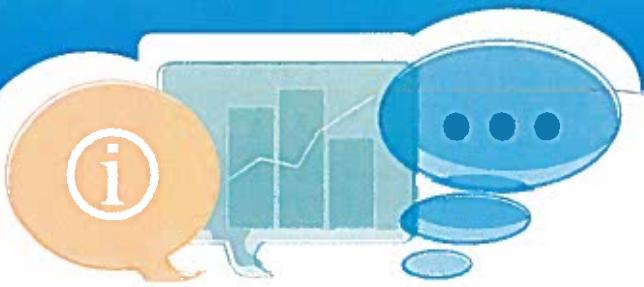## Terms of Reference

AUTHORITY

The Open Government Steering Committee (OGSC) is established under the Government of the Northwest Territories' (GNWT) *Open Government Policy 11.54* (the Policy). The Terms of Reference are established under the authority of the Secretary to Cabinet to support the Policy.

MANDATE

The mandate of the OGSC is to advance the GNWT's commitment to increase openness, transparency and accountability, by developing *Open Data, Open Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Policy.

The OGSC:

- provides strategic advice on the GNWT's overall efforts to develop, implement and/or review *Open Data, Open Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Policy;

- establishes of interdepartmental working groups as needed to develop, implement and/or review *Open Data, Open Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Policy;

- reviews draft *Open Data, Open Information* and *Open Dialogue* directives and guidelines, or any other directives developed by the interdepartmental working

group, and, where appropriate, recommends directives and guidelines to the Secretary to Cabinet;

- reviews and where appropriate, recommends strategic communications planning around Open Government initiatives; and

- undertakes periodic reviews of the Policy, and the directives and guidelines established under it.

COMPOSITION

The OGSC is co-chaired by:

- the Deputy Secretary to Cabinet, Cabinet Secretariat, Department of Executive and Indigenous Affairs; and

- the Chief Information Officer, Office of the Chief Information Officer, Department of Finance.

The OGSC includes the following members:

- the Assistant Deputy Minister (Attorney General), Department of Justice;

- the Director of Corporate Communications, Department of Executive and Indigenous Affairs; and

- Other officials as required by specific issues and activities under the Steering Committee's consideration.
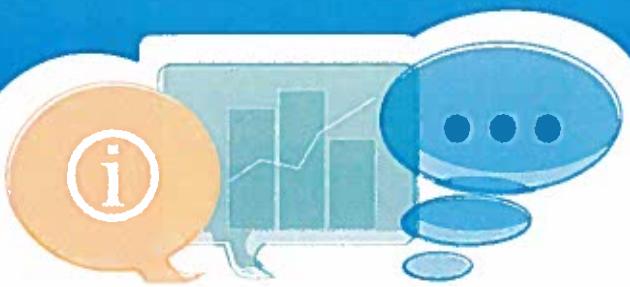
QUORUM

A simple majority of members, including at least one of the co-chairs, constitutes a quorum.

OPERATIONS

The OGSC:

- Meets quarterly or at the direction of the co-chairs;

- Recommends draft *Open Data*, *Open Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Policy, to the Secretary to Cabinet;

- Reviews developments and progress made by the interdepartmental working groups related to the implementation of the Policy;

- Reports regularly to the Secretary to Cabinet on the status of Open Government initiatives; and

- Establishes meeting procedures and policies necessary to its operation.

The Cabinet Secretariat, Department of Executive and Indigenous Affairs, provides technical and administrative support to the OGSC, including:

- Scheduling meetings;

- Preparing meeting packages; and

- Maintaining an action tracker that will be reviewed at each meeting.

27/04/2021
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Date

_____
Secretary to Cabinet