



OPEN GOVERNMENT STEERING COMMITTEE

TERMS OF REFERENCE

AUTHORITY

The Open Government Steering Committee (the “committee”) is established under the Commissioner in Executive Council Open Government Policy.

The committee’s Terms of Reference are established under the authority of the Secretary to Cabinet to support the Open Government Policy (the “Policy”).

MANDATE

The mandate of the committee is to advance the Government of the Northwest Territories’ commitment to increase openness, transparency and accountability, by developing *Open Data and Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Open Government Policy, as directed by the Secretary to Cabinet under the Policy.

The committee will:

- provide strategic advice on the GNWT’s overall efforts to develop, implement and/or review *Open Data and Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Open Government Policy;
- create interdepartmental working groups as needed to develop, implement and/or review *Open Data and Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Policy;
- review draft *Open Data and Information* and *Open Dialogue* directives and guidelines, or any other directives developed by the interdepartmental working group, and, where appropriate, recommend directives and guidelines to the Secretary to Cabinet;
- review and, where appropriate, recommend strategic communications planning around Open Government initiatives; and
- undertake periodic reviews of the Policy, and the directives and guidelines established under it.

COMMITTEE COMPOSITION

The committee will be co-chaired by:

- Deputy Secretary to Cabinet, Office of Priorities and Planning; and
- Chief Information Officer, Office of the Chief Information Officer.

It will also include the following members:

- Assistant Deputy Minister (Attorney General), Department of Justice (responsible for the *Access to Information and Protection of Privacy Act*);
- Director of Corporate Communications; and
- Other officials as required by specific issues and activities under the Steering Committee's consideration.

COMMITTEE OPERATIONS

Quorum shall be a simple majority of members which includes at least one of the co-chairs.

The committee shall meet quarterly or at the direction of the co-chairs.

The committee shall recommend draft *Open Data and Information* and *Open Dialogue* directives and guidelines, or any other directives and guidelines necessary to implement the Open Government Policy, to the Secretary to Cabinet.

The committee shall report regularly to the Secretary to Cabinet on the status of Open Government initiatives.

COMMITTEE SUPPORT

The committee shall receive technical and administrative support from an interdepartmental working group comprised of officials identified by committee members to support their work under the Policy.

Support of the committee will be led by the Office of Priorities and Planning, Department of Executive and Indigenous Affairs, and will include maintaining an action tracker that will be reviewed at each committee meeting. Verbatim minutes will not be kept.

13/2/18

Date

Secretary to Cabinet