

Canadian Institute of Access and Privacy Professionals (CIAPP) National Advisory Committee

Terms of Reference

1 Purpose

The purpose of the Canadian Institute of Access and Privacy Professionals (CIAPP) National Advisory Committee is to provide advice and support to the Canadian Access and Privacy Association (CAPA) led certification CIAPP program . CIAPP has an arms-length relationship with CAPA and is a new not-for-profit federal incorporated institute. The CIAPP National Advisory Committee will provide timely advice on a variety of matters to the CIAPP Certification Working Committee that will enable this committee to effectively carry out policies and a program for certification of Information Rights Professionals within the public and private sectors.

2 Membership and Composition

Members will be invited by the Canadian Access and Privacy Association (CAPA) to sit on the Committee. The Committee will be comprised of Commissioners, practitioners, academics and private sector representatives. CAPA has the right to appoint experts to the committee as needed.

3 Tenure of Members

Appointments to the CIAPP National Committee members will be for a term of two years commencing September 1, 2011. Reappointment is at the discretion of the CAPA Board.

4 Chair

The Chair, in consultation with CIAPP National Advisory Committee members will call meetings two times per year. From time-to-time if necessary the Chair may call the CIAPP National Advisory Committee together for the purpose of dealing with a pressing issue. Calling of meetings are at the discretion of the Chair.

5 Frequency and Location of Meetings

There will be no on-site meetings of the Committee. The business of the Committee will be conducted through e-mail, telephone and conference calls.

6 Activity of the Committee

The committee will consider and provide advice and assistance with respect to the following;

- Provide comment and recommendations on the policies, procedures and practices employed by the CIAPP Certification Working Committee in the carrying out of their duties assessing and conferring certification of potential Information Rights practitioners.
- Identify and recommend appropriate learning activities to be included and considered by the CIAPP Certification Working Committee for possible inclusion as part of the certification assessment process.
- Review draft proposals by the CIAPP Certification Working Committee for readability, completeness, correctness and presentation.
- Where necessary and in response to issues shared by the CIAPP Certification Working Committee provide written report expressing expert opinion aimed at resolution of current or emerging issues related to certification and matters involving professional behavior and conduct of Information Rights practitioners in the public and private sectors.
- Provide advice to the CIAPP Certification Working Committee involving the identification of province specific practices, procedures and legislation.
- Act as an active champion promoting certification and professionalization of Information Rights practitioners within the public and private sectors.

7 Minutes and Confidentiality of Committee Discussions

The Chair will appoint a recording secretary for each meeting who will take notes that reflect the discussions and indicate any decisions and items for action. The Chair will circulate a copy of the minutes with the agenda for the next meeting and this copy will be reviewed for accuracy and completeness. The minutes, including any approved amendments, will serve as the official record for the committee.

It is understood that any opinions expressed by the membership do not necessarily reflect

the views or policies of any of the employers of the committee members. The membership will respect the confidentiality of the committee's discussions.

Members of the National Advisory Committee

Frank Work – Chair, Alberta Information and Privacy Commissioner

Laurence Kearley–Vice-Chair, CAPA President and General Counsel

Mary Marshall – Lawyer, Health Information Consultant

Chantal Bernier – Assistant Privacy Commissioner of Canada

Gary Dickson – Saskatchewan Information and Privacy Commissioner

A.K. Viswanathan – Associate Partner, Deloitte

Jill Clayton – Manager, ICBC, Privacy and Freedom of Information

Wayne MacDonald – Government Studies Program Manager, University of Alberta

Kent Ziegler – Director, Freedom of Information and Legislative Services, Alberta Seniors, Government of Alberta