Communications Interoperability Action Plan for Canada

January 2011

Communications Interoperability
Action Plan for Canada

Interoperability Action Plan Tasks and Sub-Tasks 2010-2011

1. The purpose of the Action Plan is to articulate the specific tasks assigned to the each action item derived from the Canadian Communications Interoperability Plan (CCIP), including those items from the CCIP Working Group's last meeting in Windsor in September 2010. The action plan integrates related interoperability initiatives within Public Safety used in the compendium of day-to-day to extremis operations thereby enhancing emergency personal safety and improved efficacy. Each designated tasks is assigned a coordinator, deliverable(s) and a prospective timeline.

2. The action items are directly linked to the Strategic Objectives as laid out in the *Communications Interoperability Action Plan for Canada*:

- **Governance:** The development of supportive and responsive governance architecture at the national and bi-lateral level;
- **Standards:** The development of harmonized standardized operational procedures, information exchange models and protocols;
- **Future Communication Systems:** Promote national adoption of information exchange standards. Foster an environment of collaboration where best practices for information management and information technology (IM/IT) as well as common operation procedures and policies/regulations are exchange and usage promoted.
- Promote and support the development of national emergency communications open architecture approach and promote the adoption of open data exchange standards.

- **Training and Exercises:** The continued evolution of multi-faceted and cross-jurisdictional education, training, exercise and evaluation programs; and
- **Usage:** The daily use of present and future communication and information system(s) including all further development and evolution.

3. The specific timelines established for each action item will be reviewed by the F/P/T Interoperability Working Group and approved by SOREM during its cyclical review of the Action Plan. Any requirement for reprioritization will be addressed through SOREM and incorporated in the annual version of this evergreen process.

4. The organization or agency initially identified as the Coordinator for each action item is the primary or lead for that issue. Additional organizations have been identified as those who are in direct support to or directly linked with the specific item.

5. This document encourages the development of complimentary and supportive action plans for each of the identified action items. This concurrent planning activity will facilitate the coherency of multi-jurisdictional efforts in the move towards the desired interoperability end state.

6. The F/P/T Communications Working Group will be based on the membership of the Canadian Communications Interoperability Plan Working Group until the Provinces and Territories appoint their Interoperability Coordinator and representatives to the Working Group. In addition there will be representatives from federal departments and an observer from CITIG.

7. This action items complete with tasks, deliverables and timelines will be prioritized annually by the PS Interoperability Working Group and subsequently approved by SOREM

Action Items	Task	Sub-Task	Coordinators	Deliverable	Tracked Source	Timeline
CANADA Governance						
1. Establish a formal multi-level interoperability governance structure	1. Appointment of F/P/T Interoperability Coordinator	a. Co-chairs TORs developed by PS in cooperation with SOREM	PS	PS Co-Chair is TBD– need P/T rep appointed from SOREM	CCIP Goal 1 CCIP Anx B Action Plan 2 –	Dec 2010
	2. Develop TORs for interoperability group members	a. Coordinate TOR development with previous CCIP TORs	PS	Concurrence with way-ahead for Interoperability Group (Extant CCIP WG TORs may suffice or be used as basis for further refinement)	PSIC (Mar 2010)	Dec 2010
		b. Write Interoperability Group TORs	PS SOREM	TORs		Jan 2011
		c. Confirm TORs with CCIP representatives	PS	Confirmed TORs		Apr 2011
		d. Publish WG TORs		Accepted and implemented TORs		Jun 2011
2. Develop and share F/P/T Interoperability Roadmaps (3-5 years forecast on specific lines of operation / development	1. Develop / refine P/T interoperability plan framework	a. Conduct interoperability self-assessment. Self-assessment should be reviewed and confirmed on a regular period	NB	F/P/T documentation that supports and facilitates interoperability amongst emergency responders in daily and crisis operations while providing focal points for future evolution and development within the fora of interoperability	CCIP Goal 6	2011

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3. Create universal awareness of interoperability	1. Develop strategic communication plan supportive of National Strategy	a. Develop, with stakeholders strategic communications plan for: (1) Policy Makers and IM/IT practitioners (2) Decision makers (for WG representatives) (3) Public (4) Emergency Responders	PS SOREM	A strategic communications plan that informs and educates senior F/P/T organizations, interested agencies and the public on issues of interoperability. Will identify synergies with similar US interoperability strategy	CCIP Goal 2 CCIP Anx A Action Plans 1	2011
	2. Implement a Practioners Web Portal	Develop list of Portal requirements	PS	Operational and sustainable web portal CIOD will lead on technical aspect definition.	CCIP Anx B Action Plan 2 –	Apr 2011
		Develop a common repository / registry for Interoperability best practices and tools for data	PS	One stop shop to find tools, white paper, architecture artifact and standards information		Apr 2011
4. Create a Public Safety Interoperability Development Centre (IDC)	1. Develop proposal and TORs for IDC	a. Develop master implementation plan (MIP) for IDC	PS PS-TBS	MIP should include: IDC vision and mandate IDC IOC/FOC definitions IDC organigram plus positional TORs IDC location and infrastructure resourcing IDC personnel resourcing IDC funding (multi-year) IDC timelines and decisive points (IOC/FOC)	CCIP Anx C Action Plan 3 – PSIC (Mar 2010)	Apr 2011
		b. Develop partnership with TBS Interoperability Centre of Excellence (ICOE)		Determined TORs for aligning initiatives at federal level Federal funding		Apr 2011

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Standard Operation Procedures (SOPs)						
5. Shape common interoperability environment for voice and data communication	1. Develop F/P/T standards for interoperable data communication	a. Identify information exchange requirements for law enforcement community	PS	NDQS-PS Information exchange requirements	NDQS action item 17	Mar 2011
		b. Adoption of open data standards for Law Enforcement Community		PS Recommendation report CACP-Informatics endorsed NIEM as national law enforcement information exchange standard December 2010 NDQS recommended re-marketing of title to Law Enforcement Interoperable Data Standards with National Interoperability Data Standards Working Group (NIDS WG) has been recommended by CIOD as way forward on data interoperability.	NDQS action item 17	
		c. Identify information exchange requirement (IER) for emergency management community		Provide a task matrix for the further evolution of the NIEM within the emergency management community – may require Emergency Management Interoperable Data sub-WG to ensure conformance	CCIP Goal 4 CCIP Anx E Action Plan 6	Mar 2011

Action Items	Task	Sub-Task	Coordinators	Deliverable	Tracked Source	Timeline
		f. Adoption of open data standards for Emergency Management community	PS	CACP has adopted NIEM as standard for Canadian policing community. PS, RCMP and Edmonton Police Service will conduct NIEM proof of concept by end Mar 2011. Remainder of emergency management community studying potential impact	CCIP	Dec 2010
	2. Develop effective and scalable communication SOPs and best practices for P/T emergency responder agencies	a. Identify communications interoperability best practices at the P/T level	CSS	Compendium of communications SOPs and best practices for review and integration by stakeholders	CCIP Goal 4 – CCIP Anx E Action Plan 6 CCIP Anx F Action Plan 7 –	Aug 2011
Future Communication Systems						
6. Support the implementation of the Multi-Agency Situational Awareness System (MASAS)	1. Develop national MASAS framework	a. Coordinate development with all P/T emergency management practioners	PS	National MASAS framework to support the further evolution and development of this application	CCIP Goal 6	2011
	2. Develop a MASAS tool kit development		PS	MASAS tool kit for F/P/T EOC usage		2011
	3. Develop a CAP-CP governance Model and Road Map for sustainability model		PS	CAP-CP governance and way forward for national implementation of this application		2011
	4. Develop a national geographic information system (i.e. symbology, baseline maps)		PS	Functional and interoperable GIS system		2011
	5. Support national implementation of MASAS	a. Includes technical support WRT MASAS and provincial system(s) interface	PS			

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7. Develop 700 MHZ employment strategy and action plan	1. Refine national radio spectrum utilization plan			Refined and updated national spectrum utilization plan	CCIP Goal 6	
	2. Develop impact analysis and recommendations for public safety employment of 700 MHZ spectrum	a. Coordinate development of impact analysis with other F/P/T partners and stakeholders	PS			NLT 28 Feb 2011
		b. Confirm synchronicity and supportability of F/P/T impact analysis and business cases	PS	Coordinated impact analysis to IC	PS	NLT 28 Feb 2011
8. Support the adoption of data exchange standards	1. Educate stakeholders on the national and bi-national data exchange standards	a. If required, establish a National Interoperable Data Standards Working Group	PS	An emergency management community with an enhanced basis for informed decision-making on data exchange standards	PS	Dec 2010
	2. Support emergency management departments and agencies in the adoption of these standards		PS	Emergency responders (tri-level) that have no challenges or impediments to the exchange of data during daily or crisis operations (i.e. MA-SAS)		Jun 2011

Action Items	Task	Sub-Task	Coordinators	Deliverable	Tracked Source	Timeline
CANADA – UNITED STATES Governance						
1. Establish bilateral governance protocols	1. Identification and engagement of cross-border interoperability champions		PS / DHS	Named national champions for cross-border interoperability	Windsor Report Pt 8	Jun 2011
	2. Develop bilateral interoperability mandate between Public Safety Canada and the Department of Homeland Security		PS / DHS	A bi-lateral mandate that facilitates cross-border operations	Windsor Report Pt 3	Jun 2011
	3. Develop MOU/MOA to eliminate legal impediments to cross-border sharing of communications and information		PS / DHS	A MOU/MOA that eliminates legal impediments that limits cross-border information sharing and communications	Windsor Report Pt 10	Sept 2011
2. Creation of cross-border communications working groups	1. Appointment of a cross-border communications operability coordinator from each province and at the federal level equivalent to the U.S. state-wide Interoperability Coordinators (SWIC)		SOREM	Appointment of provincial/territorial representatives (this may be the same representatives as those assigned to CCIP WG)	Windsor Report Pt 7 Windsor Report Pt 1	Apr 2011
	2. Develop TORs for all members of the CANUS Interoperability Group			Established positional TORs for all members of the CANUS Interoperability Group	Windsor Report Pt 2	Apr 2011

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Future Communication Systems						
3. Enhance CANUS Science and Technology Interoperability Collaboration	1. Develop through the CANUS Enterprise Resilience Experimentation Program (aka CAUSE Resiliency) a CANUS Border Region Interoperability Technology Demonstration Series (CBRITD Series)		PS / CSS and DHS S&T	Mandate, concept of operations and terms of reference for CBIRTD series	PS Data Input	2011
			PS / CSS and DHS S&T	Guidance on project deliverables expected from the CBRITD Series program		Note: with resource requirement and allocation program following DRDC and PS business planning templates and timeline
				Multi-year forecast of CBRITD Series locations, potential Series themes and sponsors		
				CBRITD Series resource requirement and allocation program		US Budget cycle is Oct-Sep – may require bridging to mesh with CA business cycle

Acronyms

AKA......................Also Known AS
CA ....Canada
CANUS ....Canada-United States
CAUSE.................Canada-United States Expertise Resilience Experimentation
CBIRTD................CANUS Border Region Interoperability Technology Demonstration
CCIP ....Canadian Communications Interoperability Plan
CITIG...................Canadian Interoperability Technical Interest Group
CPSIN..................Canadian Public Safety Information Network
CSS......................Centre for Security Science
DHS.....................Department of Homeland Security
DRDC ....Defence Research and Development Canada
EM.......................Emergency Management
EMSI ....Emergency Management Systems and Interoperability
FOC ....Full Operational Capability
F/P/T....................Federal/Provincial/Territorial
GIS ....Geographic Information System
Gp ....Group
IAW ....In Agreement With
IC.........................Industry Canada
ICOE ....Interoperability Centre of Excellence
IDC ....Interoperability Development Centre
IER.......................Information Exchange Requirements
IOC ....Initial Operational Capability
MIP ....Master Implementation Plan
MoE ....Measurement of Effectiveness
MoS ....Measurement of Success
MOA....................Memorandum of Agreement
MOU....................Memorandum of Understanding
NDQS ....National Data Quality Standards
NED.....................National Exercise Division
NIEM...................National Information Exchange Model
OAG ....Office of the Auditor General
PA........................Public Affairs
PM.......................Project Management
PS ....Public Safety Canada

PSIC ....Public Safety Interoperability Center

P/T ....Provincial/Territorial

S&T ....Science and Technology

SCONSAD ....Standing Committee on National Security and Defence

SOREM.................Senior Officials Responsible for Emergency Management

SOPs....................Standard Operating Procedures

SOR(s).................Statement of Requirement

SWIC ....State Wide Interoperability Co-ordinators

TBC.......................To Be Confirmed

TBD ....To Be Determined

TBS.......................Treasury Board Secretariat

TOR(s) ....Terms of Reference

WG ....Working Group

WRT......................With respect to