Public Safety Canada
Interoperability Development Office
Terms of Reference

Scope

This document defines the roles and responsibilities of Public Safety Canada's (PS) Interoperability Development Office (IDO) authorized in the Communications Interoperability Strategy (CISC) and Action Plan for Canada.

The IDO coordinates Governance, Standard Operating Procedures, Technology, Training & Exercise and Usage issues related to interoperability.

Composition

The IDO is comprised of members from the Emergency Management and Regional Operations Branch, Emergency Management Planning Division at PS.

Background

The IDO draws its mandate to provide a structure for the creation of national policies, standards, and plans to improve responder communications capabilities in support of safety, operational, procurement and infrastructure efficiencies, and ultimately increased citizen and emergency responder safety and security from the CISC and Action Plan for Canada. The IDO provides the Canadian emergency management community with a focal point on interoperability as required by Action Item 4 in the CISC Action Plan.

The CISC promotes the vision of a comprehensive and integrated capability for communications interoperability across Canada as well as in collaboration with the United States when appropriate. The CISC frames a scalable, responsive, dynamic, sustainable, and evidence-based approach for those who contribute to the management of, and response to, emergency events. The CISC also takes into account the changing nature of threats, vulnerabilities, and the varying contributions and capabilities related to these events in Canada.

Governance

The IDO works within the Emergency Management Planning Division (EMPD), Emergency Management and Regional Operations Branch at PS. The IDO will move through the appropriate streams for approvals and updates on projects.

The IDO provides periodic information briefings to the Associate Deputy Ministers' Emergency Management Committee, SOREM and to Provincial/Territorial Interoperability groups, as requested.

Mandate

Vision: A safer and more secure Canada through the establishment of national interoperability standards that espouse a high degree of leadership, planning and collaboration among areas with commitment to, and investment in, the sustainability of systems and documentation.

Mission: The IDO will support the national emergency management community with the coordination, development and implementation of sustainable interoperability practices in emergency management operations, through a collaborative effort at international, federal, provincial, territorial, regional and local levels.

Roles

The IDO's priority of effort is applied to interoperability areas of interest identified in the CISC Action Plan. To accomplish this, functional areas of specific interest include: (1) Outreach; (2) Interoperability Policy and Coordination; (3) Science and Technology; and (4) Information Technology.

The IDO is available within means and capabilities to Canadian first responder and emergency management practitioner organizations for consultation on all aspects of interoperability.

The IDO guides the conduct of its mission by the principles of interoperability and the strategic objectives contained in the CISC.

In support of its mission, the IDO's priority of focus is on action items contained in the Communications Interoperability and Action Plan for Canada as approved by SOREM Ministers.

The IDO provides secretariat services to the Federal/Provincial/Territorial Interoperability Working Group (F/P/T IWG) including:

- Planning, preparation, conduct and support for teleconferences and semi-annual meetings;
- Preparation of Records of Discussion related to those meetings;
- Maintenance of the IDO SharePoint site; and
- Preparation and distribution of F/P/T IWG correspondence and products.