

Architecture and Standards Review Board

Purpose

The Architecture and Standards Review Board (ASRB) is responsible for reviewing and recommending for approval to the Office of the CIO (OCIO) and the CIO Council proposed architecture and standards and changes to existing architecture and standards. The focus will be on IM/IT architecture and standards (e.g. information, application, and technology) but may also include standards that enable the development of IM/IT architecture and standards under an Enterprise Architecture model.

The ASRB may also be called upon to provide advice to working groups or project teams set up by the CIO Council or one of its sub-committees to develop government-wide architecture and standards.

Business Context

Government-wide architectures and standards are critical to enabling government's service transformation and business goals. In reviewing architecture and standards and recommending them for approval, the ASRB will be guided by the government's IM/IT goals of:

- Value for money;
- Better information sharing for better outcomes; and,
- Service transformation.

The ASRB and the Architecture and Standards Development Lifecycle

The Architecture and Standards Development Lifecycle (ADSLC) describes the steps in the IM/IT Architecture and Standards Development Lifecycle from initiation to retirement and the roles and responsibilities of the individuals and organizations (including the ASRB) involved in this lifecycle.

Sponsor

The sponsor of the ASRB is the Executive Director of the Architecture and Standards Branch, Office of the Chief Information Officer, Ministry of Citizens Services.

Relationship to the Architecture and Standards Branch, OCIO

The Architecture and Standards Branch of the OCIO is responsible for overseeing the Architecture and Standards Development Lifecycle which includes:

- Receiving and tracking requests for new architectures and standards, changes to architectures and standards, and exemptions from standards;

- Assessing and prioritizing requests to support the IM/IT Plan and government's strategic goals;
- Developing an annual plan for the development of new architecture and standards;
- Chairing and providing secretariat support for the Architecture and Standards Review Board;
- Coordinating the architecture and standards approval process; and
- Maintaining IM/IT architectures and standards for government which includes publishing new standards, changes to existing standards, and removing or retiring redundant or obsolete standards.

As such, the Architecture and Standards Branch is responsible for determining and coordinating the involvement of the ASRB in the architecture and standards development lifecycle.

Meetings

The ASRB is a standing committee and will meet once a month. Additional meetings may be scheduled at the discretion of the Chair when necessary.

Standard meeting format applies to all ASRB meetings. The agenda will serve to formally introduce new item thought items may also be published out-of-cycle via the ASRB SharePoint.

A quorum for each meeting is the simple majority of the total number of the voting members.

Voting

The ASRB will strive for agreement, through a vote, of all the members present (consensus) before conveying a recommendation to the CIO. Where consensus cannot be reached, but the majority of voting members agree, a recommendation will be conveyed that the majority of voting members present agree. The CIO will be advised of the nature of the absence for consensus.

Where a tie in the vote exists, the Chair has the option of calling for further discussion, breaking the tie, or raising the issue to the CIO for resolution.

Each voting primary hold a vote. Alternates may carry the primary's vote, if the primary cannot attend (early indications to the Secretariat required). It is the responsibility of the sector representative to notify the ASRB secretariat if voting is not possible by either representative. Subject Matter Experts (SMEs) and Observers do not hold a vote.

Members will be advised in advance (through the agenda) of the meeting and/or offline requirements. Should they not be able to attend, primary members should brief alternates so that they may act on the primary's behalf. Material subject to vote will be noted as such on the ASRB SharePoint.

Abstentions are not permitted. Voting will be either "Yes" or "No". If a voting member believes there is a "personal" conflict of interest, the alternate can vote on the primary's behalf.

In the event the primary or alternate cannot attend voting may be done through e-mail when and if appropriate. However, Nays will be required to attend in order to describe the rationale behind their No vote.

Comments and feedback on the item in question may be provided in any form that is documentable (email, Blog, Messenger, Fax, etc.).

Recommendations of the ASRB

Recommendations of the ASRB are intended to assist the OCIO in fulfilling its mandate to provide government-wide architectures and standards that will enable government to achieve its strategic goals.

There will be two recommendations associated with each architecture or standard:

1. A recommendation from the voting members on the technical correctness of the architecture or standard. Identifying objections, concerns, impacts and guidelines around the architecture or standard itself, its intent is to provide answers the question "Is this the right thing to do?"
2. A recommendation from the voting members on the business adoption schedules for the architecture or standard. Considering organizational budgets, resourcing and time demands (priorities, urgencies, timelines, etc.), its intent is to answer the question "How does the right thing get done?"

Recommendations to the CIO will take the form of a decision briefing note and the architecture and standard itself.

Reporting and Communications

The ASRB will provide regular reports on its progress to the Sponsor.

The agenda will reflect nature of the items involved. Members will be informed of meeting or offline requirements. This will take the form of four action types: read/familiarize, circulate in sector for comment, review/discuss or vote.

The ASRB will also communicate to internal to government and external stakeholders, as and when appropriate, through:

- OCIO web sites and SharePoint sites;
- Through progress reports and other material presented as required to the CIO Council or one of its sub-committees; and
- Through in-person meetings that will happen as required or requested by stakeholders.

Roles and Responsibilities

1. Chair

The Chair of the ASRB is responsible for:

- Setting the agenda and ensuring meeting material, agenda, minutes and informational material is sent prior to meetings to all members.
- Chairing the Board meetings.
- Ensuring the objectives of each meeting are clearly understood and that the Board works productively to achieve those objectives.
- Reporting on progress to the Sponsor on a regular basis.
- Acting as the official spokesperson to the CIO and the CIO Council or its subcommittees.

2. Vice-Chair

The Vice Chair of the ASRB is responsible for acting as the chair in chair's absence.

3. Voting Members

All voting members are responsible for:

- Adopting an enterprise perspective.
- Coming prepared as per agenda requirements, having read the necessary ASRB SharePoint documentation.
- Consulting within their sector or subject matter area in order to appropriately represent and make recommendations on behalf of their sector and/or subject area.
- Communicating and describing rationale for ASRB recommendations within their sphere of influence.
- Ensuring that decisions are communicated back into their sector, outlining actions required by the sector.
- Ensuring appropriate issues related to the consideration of architecture or a standard, including the impact to their sector, are brought to the attention of the ASRB in a timely manner.
- Attending all (or alternately 80-90%) of the meetings.
- Fulfilling action items assigned to, and accepted by, them.
- Participating actively in meetings and having a direct positive impact on the development of ASRB outputs and outcomes.

4. Secretariat

The Secretariat is responsible for:

- Document management which includes the timely posting of materials to the Board's SharePoint site.
- Sending agendas and/or reminders to ASRB members to inform them of meeting or offline requirements. This will take the form of four action types: read/familiarize, circulate in sector for comment, review/discuss or vote.
- Meeting logistics, including the scheduling of meetings and sending of notices and agendas at the direction of the Chair.
- Taking minutes, time keeping and recording action items at meetings.
- Other duties as directed by the Chair.

Annual Review of Terms of Reference and Membership

The ASRB Terms of Reference will be reviewed annually and updated as required. The chairs and designated membership may also be updated on an annual basis.

Membership

To ensure a balanced approach to the development and recommendation of government-wide architecture and standards, membership will include a balance of representatives from central government (e.g., Office of the CIO, Shared Services and Service BC) and ministries by sector (e.g., Education, Health, Social, Justice, Economy and Business, and Natural Resource).

Ministry representation by sector on the ASRB will ensure not only sector input and perspective but will create ministry champions for the proposed architecture and standards.

A complete list can be found in [Appendix A, ASRB Membership](#) (PDF 56KB).