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**Digital Comptrollership Program**

**Business Authority**

Terms of Reference

GC Docs: <https://gcdocs.tbs-sct.gc.ca/gcdocs/llisapi.dll/link/48003876>

TERMS OF REFERENCE  
business authority

**Background**

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|  | *The Business Authority is the senior-level governance body accountable for the success of the Coordinated Financial Management System (CFMS) Governance Model within the Digital Comptrollership Program, and its strategic alignment with the overarching objectives of the GC. It was established on July 23, 2020.* |

**Mandate**

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|  | *The Business Authority’s mandate is to set the strategic direction for the transformation of financial and materiel management (FM) across government, represent the FM business, and set the business agenda.* |

**Objectives**

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|  | *The main objective of the governance will be to oversee the incremental development of the Government of Canada (GC) Digital Core. The GC Digital Core’s concept is based on a common understanding that “some” activities or functions are, or should be, standardized across the GC. The first iteration of the GC Digital Core will address basic financial management activities and will rely on other government departments (OGD’s), as well as, the functional community, to assist in the development of any additional functionality moving forward.*  *Additionally, it will work collaboratively with the CFMS and broader stakeholder community to influence the evolution of the SAP product; and address other landscapes that could impact the Financial Management System (FMS) environment.* |

**Scope**

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|  | *The Business Authority provides leadership, guidance, and direction with respect to the following:*   * *Digital transformation vision for Financial Management across government* * *Prioritization of business requirements regarding functionality to be included in future releases* * *Oversight of projects that make up the Digital Comptrollership Program* * *Transformation strategies and implementation roadmap* * *Desired outcomes and benefits* * *Implementation approach, resourcing, and funding*   *It also:*   * *Directs and empowers the Design Authority* * *Reviews recommendations and proposals packaged by the CFMS Program Management Office (PMO), which may include items pertaining to capabilities, processes, policies, guidelines, solutions, and standards* * *Resolves issues that are escalated to the BA by the Design Authority* * *Ensures appropriate funding for delivery of the CFMS objectives* * *Promotes the CFMS Governance Model in the federal government community* * *Ensures appropriate member representation from their respective departments for the lower levels of governance – the DCP Architecture Review Board, Center of Expertise, and Business Process Owner Board* |

**Authority**

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|  | *The Business Authority is a decision-making body that decides, approves, and recommends direction, depending on the issue at-hand.* |

**Membership**

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|  | *The Business Authority will consist of one representative from each of CFMS Host Departments (at the executive level) and one alternate member; as well as, the DCP Executive Director and DCP Design Authority Director. A chair will be elected from amongst the permanent members and will serve a minimum 2-year term.*  *Where the identified representative is not available to review or endorse decisions, the alternate may take their place.* |

**Meeting Frequency/Arrangements**

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|  | *The Membership will meet bi-weekly and all documentation will be made available a minimum of 2-days prior to the scheduled meeting via the Business Authority GC-Connex Group.*  *Additional information may also be found on the DCP GC-Wiki and DCP GC-Pedia sites.*  *INCLUDE LINKS* |

**Reporting Structure**

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|  | *The DCP-BA is accountable to the Comptroller General (CG) of Canada. Periodically, the BA may be required to provide updates or seek endorsement for items outside the scope of the DCP landscape from the Government of Canada Enterprise Architecture Review Board (GC EARB) but aside from this potential requirement, the BA is the most senior governance component within the DCP mandate.* |

**Resources and Budget**

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|  | *Meetings will be booked by the CFMS-PMO via MS Teams. Funding available to action the Business Authority priorities/objectives will be a pre-determined amount from each of the CFMS Host Departments and transferred to the Digital Comptrollership Program through the ARLU process. Activities and outcomes accomplished during each fiscal year will be outlined and approved through an Annual Reporting & Prioritization exercise by the BA. ????* |

**Deliverables**

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|  | *Prioritization of activities list, approvals, evolution of the GC Digital Core, Roadmap?* |

**Intake Process**

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|  | *All requests are captured by the Program Management Office, who is responsible for ensuring the appropriate assessment is completed by the Business Process Owners and Architecture teams, prior to packaging and presenting to the BA. Once the BA has approved a direction, the PMO communicates decision/direction to Center of Expertise to action approval and/or initiate Minor or Major release process.*  *The CMFS Program Office provides administrative support to the Business Authority and is responsible for the coordination of the intake process for the Design Authority. It captures ongoing maintenance requests, requirements, and changes to the GC Digital Core, arranges meetings and books facilities (as required), develops and distributes meeting material, takes minutes, and posts information as required on the GC-Connex website. ADD LINK* |

**MEMBERSHIP LIST**

Coordinate Financial Management Systems (CFMS) Host Departments

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| --- | --- | --- | --- |
| Department | Name | Title | Date |
| AAFC | Wilson, Jeff | Director – IT Client Services | 2020-07-23 |
| AAFC (alternate) |  |  |  |
| CRA | Gravelle, Michel | Director - Financial Systems | 2020-07-23 |
| CRA (alternate) |  |  |  |
| DFO | Boisvert, Carl | Director – General Operations | 2020-07-23 |
| DFO (alternate) | Pilon, Cedric | Senior Manager – NCR Procurement Hub | 2020-07-23 |
| DND | Hourani, Maria | Director General – Strategic Financial Governance | 2020-07-23 |
| DND (alternate) |  |  |  |
| ESDC | Thibodeau, Antoine | Executive Director – myEMS (SAP) Centre of Expertise | 2020-07-23 |
| ESDC (alternate) | Parent, Luc | Director – Business Integration & Solution Delivery | 2020-07-23 |
| GAC | Choi, Debby | Director – Corporate Enterprise Systems | 2020-07-23 |
| GAC (alternate) |  |  |  |
| HC | Mitton, Todd | Director General – Financial Operations and DCFO | 2020-07-23 |
| HC (alternate) |  |  |  |
| Heritage | Bouchard, Bruno | Manager – Financial Systems | 2020-07-23 |
| Heritage (alternate) |  |  |  |
| PSPC | Arnold, Monique | Director General – Financial Operations | 2020-07-23 |
| PSPC (alternate) | Wright, Sandi | Director General – Receiver General Modernization | 2020-07-23 |
| RCMP | Séguin, Alain | Director General – Corporate Management Systems | 2020-07-23 |
| RCMP (alternate) |  |  |  |
| TBS | Gibault, Lynn  Turbide, Michel | DCP Executive Director  DCP Design Authority Director | 2020-07-23 |
| TBS (alternate) |  |  |  |
| Receiver General |  |  |  |
| Receiver General (alternate) |  |  |  |

# Authorization

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Yves Bacon Date

Assistant Comptroller General, Digital Comptrollership Program

Treasury Board of Canada Secretariat

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Lynn Gibault Date

Executive Director, Digital Comptrollership Program

Treasury Board of Canada Secretariat

# Annex

Intake Process flow diagram?

* Gartner defines digitization as … “changing from analog to digital form… without any different-in-kind changes to the process itself”. Consider the use of electronic signatures: the process of obtaining the signature might not change, the only difference is that the document is signed online.
* Digitalization by contrast, involves changes to the process through digitization.
* **Digital transformation** refers to a complete rethinking of the organization’s processes with digitalization in mind. It is often difficult, however, to introduce digitization without some form of process change.
* In order to be successful, each function/department/organization, within the Minister of Digital’s overarching mandate, will require a “complete rethink”…
* The Digital Comptrollership Program is the organization tasked with defining this undertaking-- in collaboration with its partners--for financial management.

# DCP Guiding Principles

