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| **Details/Détails** |
| **Date :** | **February 24, 2020** |
| **Location :** | **Microsoft Teams** |

**Business Process Owner Board / Conseil des responsables des processus opérationnels**

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| **Point/Item** | **Notes** | **Lead/Responsable** |
| Welcome |  | Lynn Gibault/ Michel Turbide |
| Approval of Meeting Minutes | * Participants asked to review meeting mins, any comments to be forwarded to BPO team
 | Karina Wieser |
| Terms of Reference - Update | * ToR updated to reflect maturity of the program, as well as align with Business Authority (BA) ToR
* Concerns were raised among participants regarding the role of BPO Co-leads and relationship to BA
* Clarification requested on roles and responsibilities as part of BPO Board members and what the level of effort will be – DCP BPO team will take this away to address
* Members request that meeting presentations be provided in advance to ensure participants have time to review
 | Karina Wieser |
| Project Update | * Overview of project status given, S4Hana upgrade this week
* Release 2 Level 3&4 business processes will be available after the questionnaire and Discovery workshops conclude -preliminary list is included in presentation deck
* SAP Activate methodology will be used – this will ensure an agile approach is used
* Level of effort for workshops will not be full-time, schedule will be shared when it is complete
* Concerns regarding # of reps to be included in workshops, how will it be ensured that tenant and non-hosted depts will be heard?
* Both hosts and tenants encouraged work together to identify workshop attendees and articulate their requirements
* DCP team is looking for participant names – will be following up with those who have not responded by deadline
 | SAP |
| Round Table | N/A | All |

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| **Action Items:****Open Date Item Description Responsible Status** |
| Feb 24, 2020 | BPO Team to work on visual aid to assist in understanding BA/BPO relationship, roles and responsibilities  | DCP BPO team | In progress |
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| **Attendes/Participants** | **Dept.** |
| Louise Richer | CSA |
| Johanne Diotte | NRC |
| Nathalie Proulx | IRCC |
| Richard Dagenais | PSPC |
| Davina Brown | PC |
| Jacky Fong | PSPC |
| Jimmy Fecteau | CBSA |
| Linda Haaland | SSC |
| Denis Lemieux | PSPC |
| Alexis Dionne | ISED |
| Hongchao Wang | HC |
| Monique Arnold | PSPC |
| Pamela Rudiger-Prybylski | Justice |
| Dwayne Ross | RCMP |
| Jean-Philippe Simard | ISC |
| Martha Sharl | ISC |
| Lynn Gibault | TBS-OCG |
| Michel Turbide | TBS-OCG |
| Karina Wieser | TBS-OCG |
| Jocelyn Bedard | TBS-OCG |
| Nicole Ross | TBS-OCG |
| Robin Giggey | TBS-OCG |
| Syed Abidi | TBS-OCG |
| Pablo Sebastian Revuelta | SAP |
| Emmanuelle Charlebois-St. Jean | TBS-OCG |
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