Date: February 21, 2017
To: Members of the Board of Governors and Senate
From: Prof. Jamie Cassels, President

In 2016, work continued on two policy related projects:

(a) a project initiated in December 2015 to support the policy review and renewal work of the university including the work of the Designated Executive Offices. A policy officer was engaged and has been actively involved in working with the Designated Executive Offices to assist them in the review of policies within their portfolios.

(b) a project to review the university's privacy, records management and information security policies. In 2012 the university committed to review these on a cyclical basis (every three years).

The consultants engaged to carry out the review produced a report that detailed a list of minor recommended changes as well as two main areas that required attention:

> The development of an internal guide for the use of cloud-based technology; and
> Developing and publicizing information about the privacy complaint process.

The consultants' report also pointed out the need to embed privacy impact assessments (PIAs) into university policies and procedures, as well as the need for a guide to completing PIAs.

Based on the recommendations a number of revisions were proposed to the privacy and records management policies and procedures. A consultation plan has been developed including consultation with subject matter experts and the university community. Board of Governors' approval of the revisions will be sought in the early Spring. Development of cloud-based services guidelines and a summary of the privacy complaints process has begun. Work on the development of guidelines for the privacy impact assessment will start in 2017.

3. Summary of Policy Activities from February 1, 2016 to December 31, 2016

(a) *New Policies and Procedures Developed or Under Development*

Since February 1, 2016, two (2) new university policies or procedures were developed and approved.

Policy or Procedure	Effective Date
1. **Research Funding Management and Financial Accountability policy and associated procedures (FM5405)**	Effective Date: October, 2016 New policy and procedures to clarify the management of research grants and deal with unauthorized over-expenditure.
2. **Procedures for Interim Executive Appointments**	Effective Date: July, 2016 Revised: November, 2016

The following new policies and procedures continue to be under development:

Policy or Procedure	Purpose and Rationale for Development

Policy or Procedure	Purpose and Rationale for Development
Appointment of Research Centre Directors	
17. Professional Development	

(c) *Revised Policies and Procedures*

Since February 1, 2016, the following university policies and procedures were revised
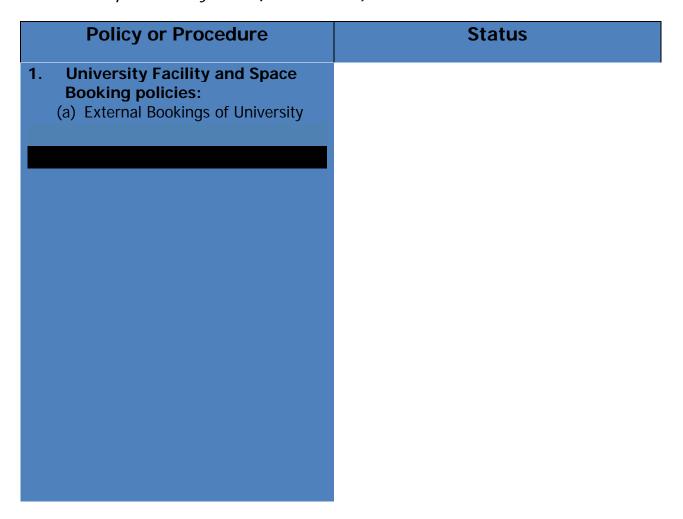
(d) *Rescinded Policies and Procedures*

Since April 1, 2015, the university rescinded the following policies and procedures that no longer met the university policy standard or had been superseded by other policies or documents.

Policy or Procedure	Rationale for Rescinding
1. **Policy on Conferences Supported by UVic (AD2320)**	Rescinded – The policy did not meet the university policy standard pursuant to the *Policy on University Policies and Procedures (GV0100).* In order to meet the university policy standard, a policy must be current and relevant. University policies must also be principle-based the activities of the university and must university.
2. **Waste Management Policy (BP3600)** BP3600)P3600)P3600)	

4. University Policy Goals and Priorities for 2017

(a)   *Finalize University Policies Under Review – brought forward from previous years (2011-2016)*

Policy or Procedure	Status
1. University Facility and Space Booking policies: (a) External Bookings of University	

Policy or Procedure	Status
6. **Conflict of Interest and Confidentiality policy (GV0210)**	Targeted for completion: 2018
7.	

Policy or Procedure	Status
17. Research or Teaching Involving Animals (RH8110)	Under review. Targeted for completion: 2017
18. University Regulations for Research Involving Humans (RH8105)	Under review. Targeted for completion: 2018

(d) *Other Policy Related Priorities*

Other university policy-related priorities for 2017 include:

continue to identify and rescind or relocate university policies and procedures that no longer meet the university policy standard; and

continue to analyze and determine where additional new university policies and procedures are required and where related policies can be consolidated.