

CAIS INFORMATION TECHNOLOGY
SPECIAL INTEREST GROUP (ITSIG)

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ABSTRACT

A resolution was passed at the May 25, 1983 CAIS Annual General Meeting to the effect that CAIS should form a special interest group or committee with a mandate relating to Information Technology. ITSIG is now (May 1984) in process of formation. The paper outlines the background, objectives, initial program and organizational structure of the Group. The paper seeks to provide a basis for discussion and agreement of final details; it also seeks to provide enough information for readers to decide whether they wish to participate and to suggest nominations for the ITSIG Executive and Electronic Working Group.

Le groupe d'intérêt spécial sur la technologie de l'information de l'ACSI (ITSIG).

Une résolution a été adoptée à la réunion générale annuelle de l'ACSI tenue le 25 mai 1983 à l'effet que l'ACST doit établir un groupe ou un comité d'intérêt spécial avec un mandat se rapportant à la technologie de l'information. L'ITSIG est maintenant (mai 1984) en train d'être formé. La publication souligne les antécédents, les objectifs, le programme initial et la structure organisationnelle du groupe. Elle cherche aussi à pourvoir assez d'information aux lecteurs afin qu'ils puissent décider s'ils veulent participer et suggérer des candidats pour l'exécutif de l'ITSIG et pour le groupe de travail sur l'électronique.

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1. INTRODUCTION

The following resolution was passed at the CAIS Annual General Meeting on May 25, 1983:

"That CAIS should form a special interest group or committee with a mandate relating to Information Technology and should be more active in relation to Information Technology."

The CAIS National Executive subsequently agreed a set of guidelines for the formation of Special Interest Groups. An outline ITSIG proposal following these guidelines was then drawn up and approved by the CAIS National Executive. The present paper is a reformatted version of the document considered by the National Executive; its purpose is to outline ITSIG proposed objectives, initial program, and organizational structure to provide:

- a) a basis for discussion so that details can be agreed and a more complete final version can be prepared for approval by the National Executive. Examples of additional details to be included in a final version are the names of the ITSIG Executive and Electronic Working Group, and a first year budget.
- b) enough information on ITSIG for readers to decide whether they wish to participate and to suggest nominations for the ITSIG Executive and Electronic Working Group.

A working definition of the term "information technology" (IT) is given in Appendix A.

2. ITSIG OBJECTIVES

2.1 Primary objectives

- a) Assist the interchange within CAIS of IT information and experience, and of views and concerns relating to IT issues.
- b) Assist the interchange between CAIS and other national and international bodies (e.g., CIPS, ASIS) of IT information and experience, and of views and concerns relating to IT issues.

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- c) Gather IT-related information, experience, views and concerns and make these available as appropriate.
- d) Advise the CAIS Board on IT issues.
- e) Carry out assignments relating to IT at the direction of the CAIS National Executive.

2.2 Secondary objectives

- a) Mount and maintain a program with national-level professional visibility.
- b) Explore possibilities for cooperation with other professional bodies (e.g., ASIS, ASTED, CIPS, CLA) concerned with information technology.
- c) Make use of new information technology to further work towards other ITSIG objectives, where this is feasible and cost-effective.

3. OUTLINE INITIAL ITSIG PROGRAM

The proposed first year program includes:

- a) ITSIG formation.
- b) Consideration of a feasibility study for mounting an on-line directory of existing and planned microcomputer, videodisc and videotex applications.
- c) Subject to (b), participation in the implementation of an electronic directory accessible on a nationwide basis.
- d) Organization of a CAIS Conference 1985 ITSIG session with a theme of (provisional wording) "implementing microcomputers in information centres". Subject to (b) and (c) above, the electronic directory would be described in one part of this session and would be available for access from terminals in an exhibit area. The session would also likely include:
 - (i) A presentation generally reviewing microcomputer technology, and its applications in information centres.
 - (ii) One or more presentations providing case studies of implementing microcomputers in information centres.

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- (iii) One or more presentations on applications of other information technology such as electronic mail, videodisc, and videotex.
- (iv) A paper on IT issues.

4. ORGANIZATIONAL STRUCTURE

4.1 General

ITSIG will comprize:

- a) ITSIG Executive.
- b) Electronic Work Group.
- c) General membership.

These are reviewed in Sections 4.2 - 4.4 below.

4.2 ITSIG Executive

This will comprize the following positions:

- a) Coordinator.
- b) Secretary.
- c) Membership Coordinator.
- d) Program Coordinator.
- e) Communications Coordinator.
- f) Treasurer.

The holders of these positions will all be members of the Electronic Working Group and will all be available for ITSIG Executive meetings which will normally be monthly. In practice, this is likely to mean that Executive members will all live and work within easy reach of a common city. If practical projects (e.g., the electronic directory project) are

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initiated, the additional position of "Project Coordinator" will be added to the ITSIG Executive.

4.3 Electronic Working Group

This will comprize:

- a) ITSIG Executive - outlined above.
- b) Nationwide membership.
- c) Chapter representatives.
- d) Liaison persons nominated by other national and international bodies such as ASIS, ASTED, CIPS and CLA.

The criteria for initial membership of the nationwide group will be:

- a) Expertise, experience and involvement in some aspect of information technology.
- b) Willingness to use electronic mail on a regular, preferably at least daily, basis.
- c) Paid up membership of both CAIS and CAIS ITSIG.
- d) Invited by ITSIG Coordinator.

Chapter representatives will be nominated by Chapter Presidents. They will be persons who make regular daily use of electronic mail and who are Chapter members. Preferably they will also be members of their Chapter executives.

Nomination of liaison persons by other national and international bodies will follow communication between the CAIS President and the Presidents/Chief Executive Officers of the relevant bodies.

4.4 General ITSIG Membership

This will be open to any CAIS member who fills out an ITSIG application form and pays the ITSIG membership fee of \$10. For this fee, the member will receive each year:

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- a) Two issues of the ITSIG hard copy directory which will list ITSIG members, their addresses and telephone numbers, electronic mail IDs, plus IT applications in which they are directly involved. The directory will be useful for locating and messaging other ITSIG members involved in relevant IT applications.
- b) A copy of at least one draft ITSIG conference paper. In the first year this will be a paper on implementing microcomputers in information centres - with the opportunity to comment. This will eventually appear as a CAIS Conference 1985 paper but ITSIG members will see it much sooner. Where appropriate, their projects and papers may be referred to in the ITSIG paper. A draft-paper on IT issues may be treated in the same way.
- c) Instructions concerning how to access and use the online ITSIG "Infotech" directory, and how to contribute entries to this directory.
- d) The opportunity to submit papers for personal presentation within the CAIS Conference 1985 ITSIG session.

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APPENDIX A

INFORMATION TECHNOLOGY

For working purposes, the following definition is employed:

Information Technology ('IT')

Refers to methods and systems for information creation, processing, storage, access, distribution, and communication. New methods are typically associated with microelectronics and related developments in communications and computers and their applications. These applications typically impact the office, home, and communications/manufacturing/industrial environments. A short list of illustrative examples includes micro-, mini-, mainframe-computers; telephone, micro-wave, cellular radio, cable, fibre optic and satellite communications; copy machines, word processors, facsimile transmission, electronic mail and other office automation/communication developments; television, radio and videotex; data base and value-added network services; robots and distributed process controls; videocassette, magnetic tapes and discs, videodiscs and optical data discs. While this illustrative list is primarily a list of technologies, it is noted that many significant information technology developments have important economic, legal and regulatory aspects. The dramatic decreases in the cost of computing power which have taken place over recent years provide an example of an important economic aspect.

The above broad definition of the term "information technology" aligns with recent Federal Government of Canada publications, e.g., Culture and communications. Montreal, Supply and Services Canada, 1983, pp.3-6.