

10.2 Mandate of the of the Information Society Steering Committee and Business Office

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March 2012

1 Objective and purpose

The Federal Council's strategy for an information society in Switzerland is implemented in the competent departments and offices in a decentralised manner. This work is funded within the framework of the respective budgets.

This mandate regulates the Confederation structures relating to the implementation and further development of the "Federal Council strategy for an information society in Switzerland".

The mandate is valid for the legislative period from 2012 up to and including 2015 and may be renewed by the Federal Council.

2 Information Society Switzerland Steering Committee

Competencies and functions

On the basis of Art. 55 of the Government and Administrative Organisation Act, the Steering Committee will ensure the coordinated, goal-oriented implementation of the "Federal Council strategy for an information society in Switzerland" within the federal administration and the ongoing development of the strategy.

The Steering Committee has the following competencies and functions:

- On behalf of the Federal Council, it controls the implementation of the strategy by monitoring the goal-oriented and timely progress of the implementation work. To this end, it maintains a roadmap and requests the necessary information on the status of the implementation work from the competent departments and offices. It regularly informs the Federal Council on the progress made implementing the strategy.
- It assesses trends and developments of the information society and their relevance to the information society strategy in Switzerland. On this basis it submits to the Federal Council recommendations for the further development of the strategy and essential high-priority projects in relation to its implementation.
- It may, in cooperation with the participating agencies, initiate mandates for new projects.
- It mediates between the implementation partners in the event of strategic differences.
- It will arrange for the implementation of the strategy and the implementation structures to be evaluated by external experts before the end of the mandate.

Composition and organisation

The Steering Committee consists of a representative of each department, a representative of the Federal Chancellery and a chairperson.

The departments designate the representatives from their general secretariat. Delegation is possible for important reasons and after notification to the chairperson of the Steering Committee.

DETEC chairs the Steering Committee. In other respects, the Steering Committee shall constitute itself.

The Steering Committee holds two ordinary meetings each year. If members so require or if there is a need, the chairperson of the Steering Committee may convene extraordinary meetings.

3 Information Society Switzerland Business Office

Tasks

The Business Office is the management unit of the Steering Committee. It supports the Committee in its activities and coordinates the implementation of the strategy at the operational and technical level.

The Business Office has the following tasks:

- It organises the meetings of the Steering Committee and supports these administratively.
- It maintains a catalogue of projects and a roadmap of the strategy implementation work, updates this periodically in accordance with the reports from the departments and informs the Steering Committee of the progress of implementation.
- It organises cooperation between experts from inside and outside the federal administration.
- It organises the exchange of information with and between the participants.
- In relation to projects, it supports the implementation work of the responsible participants on behalf of the Steering Committee or at the request of a Federal Office and carries out its own projects.
- It monitors the new trends and developments in the information society, observes information society activities in Switzerland and abroad and informs participants of duplications and possible synergies.
- It ensures communication relating to the implementation of the strategy by means of appropriate measures.

Organisation and financing

The Business Office is located within the Federal Office of Communications (OFCOM) and is funded through the regular OFCOM budget.

4 Involvement of experts

The Steering Committee and the Business Office call in experts as needed from inside and outside the federal administration for the purpose of strategic and technical consultancy.

Tasks

The involved experts from inside and outside the federal administration have the following tasks:

- Strategically, they advise the Steering Committee on the further development of the information society strategy.
- On behalf of the Steering Committee they examine the needs for action on individual themes.
- When necessary, they assist the Business Office technically and scientifically.