

Department of Commerce Enterprise IT Architecture Advisory Group Charter

This charter establishes the Department of Commerce (DoC) Enterprise Information Technology (IT) Architecture Advisory Group.

Purpose

The DoC Enterprise IT Architecture Advisory Group is a resource to help address, research, refine, and promote the use of Enterprise IT Architecture as a strategic information management practice throughout the Department of Commerce.

What is an Enterprise IT Architecture?

An Enterprise IT Architecture (EITA) is a blueprint that explains how the results of Strategic Planning, Performance Planning, Budgeting, Capital Planning and Investment Control, Security and Privacy, Acquisition, and other related IT and general management processes work together to meet the enterprise's mission and objectives. It is a process and an integrated framework. The EITA defines the future state of the Department's information technology based on business and technology drivers as well as the transition plan for moving from the current (as-is) state to the future (to-be) state. The EITA is based on principles and standards. An EITA modeling toolset helps enable the EITA to be developed and implemented.

The DoC Enterprise IT Architecture Advisory Group will:

- Serve as technical counsel to the DoC Chief Information Officer (CIO) and the CIO Council on the subject of Enterprise IT Architecture.
- Make recommendations and provide advice to the DoC CIO and the CIO Council with respect to policy, procedures, and standards related to the maintenance and update of the Enterprise IT Architecture.
- Review all operating unit IT architectures and provide recommendations through the CIO to the operating unit CIOs.
- Manage development and acquisition of a unified EITA management system tool for DoC and promote its use throughout the DoC, as specified in the DoC Technical Reference Model (TRM).
- Coordinate the interface between the Department's EITA management system tool and OMB's Federal Enterprise IT Architecture and the related five Reference Models (Business, Service Component, Technical, Performance, and Data).

- Recommend IT technologies that may serve as “foundations” for Department-wide systems.
- Carry out tasks specifically assigned by the CIO or the CIO Council.
- Identify improved IT architectural practices and promote their adoption throughout the Department.
- Share experiences, ideas, and promising practices among Advisory Group members and the CIO community at large.

Authority

The DoC EITA Advisory Group will be subordinate to and will report to the DoC CIO.

Membership

- Membership will consist of representative(s) designated by the DoC CIO and the operating unit CIOs.
- The Chairperson will be selected by the DoC CIO.
- At the option of the Advisory Group, representatives of other organizations may periodically be invited to attend, observe, or contribute to meetings and activities.
- At the option of the Advisory Group, operating unit EITA support contractors may attend the meetings to attend, observe, or contribute to meetings and activities.
- A Secretariat will be established and filled by one of the Advisory Group members, or filled in an appropriate manner agreed upon by the Advisory Group members.

Procedures

- The DoC EITA Advisory Group will meet every two weeks, or as needed and agreed to by the Group.
- Decisions will be based on a consensus. A consensus is a decision that every Group member can accept and support.
- The Advisory Group will report its recommendations to the DoC CIO.
- Final approval for decisions and recommendations shall reside with the DoC CIO.

Responsibilities

- The Chair will develop the meeting agenda with assistance from members. A preliminary agenda will be sent out at least two days in advance of meetings.
- The principal responsibilities of the Chair include arranging meetings and organizing materials to facilitate decision-making by the Advisory Group.
- The Secretariat will record and publish meeting minutes, decisions, and action items. Meeting minutes will be distributed to all Group members within one week of the meeting,
- An Advisory Group member will assume the responsibilities of the Chair when the Chair is not available.

Meeting Ground Rules and Agreements

- Meetings will start at stated time and will end no later than adjournment time. Meeting can be extended by consensus.
- There will be clear goals and objectives for meetings and discussions, with an understanding and agreement on an issue, problem, or challenge.
- Advisory Group members' discussions are expected to be open, honest, and direct.
- All Advisory Group members are encouraged to participate in all discussions.
- Advisory Group members will respect each other and work to resolve differences, focusing on common goals and objectives.
- All ideas will be permitted.
- One person at a time will speak.