



U.S. Department of Homeland Security

Information Technology Infrastructure Services Governance Board

Digital Government Strategy

Senior Advisory Council

Charter

Version: 1.1

Date: November 29, 2012

Digital Government Strategy Senior Advisory Council Charter

PURPOSE

This Charter defines the mission, authority, membership, responsibilities, and operating principles for the Department of Homeland Security, Digital Government Strategy Senior Advisory Council (DGSSAC).

BACKGROUND

On April 27, 2011, the President issued Executive Order 13571 (Streamlining Service Delivery and Improving Customer Service), requiring executive departments and agencies to, among other things, identify ways to use innovative technologies to streamline their delivery of services to lower costs, decrease service delivery times, and improve the customer experience as the next step toward modernizing the way Government works.

On May 23, 2012, the President issued a directive entitled *Building a 21st Century Digital Government*. This launched a comprehensive Digital Government Strategy¹ aimed at delivering better digital services to the American people.

The Federal Digital Government Strategy sets out to accomplish three things:

- 1. Enable the American people and an increasingly mobile workforce to access high-quality digital government information and services anywhere, anytime, on any device.**

To this end we will operationalize an information-centric model, architect systems for interoperability and openness, modernize our content publication model, and deliver better, device-agnostic digital services at a lower cost.

- 2. Seize the opportunity to procure and manage devices, applications, and data in smart, secure and affordable ways.**

Learning from the previous transition of moving information and services online, we now have an opportunity to break free from the inefficient, costly, and fragmented practices of

¹ [Digital Government Strategy](#): (released on May 23, 2012) The government must be able to deliver information and services to the American people anytime, anywhere and on any platform or device. For far too long, agencies delivered their information in programmatic silos, missing opportunities for coordination or collaborative partnerships. The Digital Government Strategy was developed to provide agencies with guidance on improving digital services and to enable the government to thrive within the fast-paced, ever-changing world of technology.

the past, build a sound governance structure for digital services, and do mobile “right” from the beginning.

3. **Unlock the power of government data to spur innovation across our Nation and improve the quality of services for the American people.**

We must enable the public, entrepreneurs, and government programs to better leverage the rich wealth of federal data and leverage this data in applications and services by ensuring that data is open and machine-readable by default.

MISSION

The mission of the DGSSAC is to develop and implement a governance structure for digital services, in accordance the White House Digital Government Strategy.

SCOPE

The DGSSAC will work at the direction of the Information Technology Infrastructure Services Governance Board (ITSGB) with leadership and staff from the Office of the Chief Information Officer, along with corresponding Component representatives, to develop a unified approach to governing the Department’s digital strategy in accordance to Executive Order 13571 and OMB guidance.

The DGSSAC will establish and Implement the Department’s Approach to Digital Services Governance and will establish specific, measurable goals for delivering better services at a lower cost and set department-wide policies in required areas.

The Digital Government Strategy will provide the Department with a 12-month roadmap that focuses on several priority areas cutting across traditional functional and programmatic lines. Successful implementation will require participation from multiple stakeholders within the Department. Agency leadership must ensure that efforts are coordinated across these groups as needed.

The DHS Chief Information Officer has been designated as the lead and is empowered to lead and coordinate the agency’s technical implementation of the Digital Government Strategy and report progress according to OMB guidance. The Department lead will receive all future guidance from OMB on implementing and reporting progress on specific strategy milestones and ensure dissemination to relevant stakeholders throughout the agency. All DGSSAC decisions will be vetted and coordinated by the appropriately related ESC prior to adoption.

Publicly Report Progress. The Department shall report progress according to OMB guidance. The Department lead shall be responsible for ensuring timely, accurate, and consistent reporting.

Customer-Facing Services. The Department shall, in consultation with relevant stakeholders and customers, identify at least: (a) two existing major customer-facing systems that contain

high-value data or content as first-move candidates to make compliant with new open data, content, and web API policy; and (b) two existing priority customer-facing services to optimize for mobile use. The Federal CIO in conjunction with the CIO Council will provide additional requirements for this initiative.

DGSSAC AUTHORITY

The DGSSAC shall be governed by and adhere to the ITSGB Executive Steering Committee's authorities and will execute its duties within the scope of this Charter, as informed by any applicable laws, regulations, DHS directives, and any additional delegations of authority from senior governance bodies. The DGSSAC will ensure that the DHS Digital Government Strategy is aligned with applicable strategic goals and objectives established by OMB and senior governance bodies. As the need arises for decisions outside the scope of the DGSSAC, the DGSSAC will formulate recommendations for consideration by the ITSGB.

In addition to performing its own work, the DGSSAC may charter and oversee advisory bodies and working groups necessary to assist the DGSSAC.

MEMBERSHIP

The DGSSAC members are designated by position. A roster of the individuals who hold those positions shall be maintained by the DGSSAC and updated as necessary.

DGSSAC members must have the authority to represent and make decisions on behalf of their offices/organizations, and are expected to fully participate in the work of the SAC. If principal members cannot attend, they will designate a single alternate to consistently participate on their behalf. The designated alternate should be from the same organization as the designating principal and will be granted the same powers as the designating principal at the DGSSAC meeting.

Length of service is indefinite due to the DGSSAC's importance and critical nature. However, membership is subject to change at the direction of the chartering authority, the DHS Chief Information Officer, or by a determination of the ITSGB, utilizing the decision making process outlined in the ITSGB charter.

DGSSAC Co-Chairs:

Department of Homeland Security, Deputy Chief Information Officer
Transportation Security Administration, Chief Information Officer

DGSSAC Members:

Voting Members

Executive Director, Enterprise Business Management Office

Executive Director, Enterprise System Development Office

One senior management executive from each of the following (Voting Components), as designated by the Component head:

Customs and Border Protection

Federal Emergency Management Agency

Federal Law Enforcement Training Center

Immigration and Customs Enforcement

Intelligence and Analysis Directorate

National Protection and Programs Directorate

Science and Technology Directorate

Transportation Security Administration

United States Coast Guard

United States Citizenship and Immigration Services

United States Secret Service

Chief Privacy Officer

Officer for Civil Rights and Civil Liberties

Director New Media & Web Communications

Non-Voting Members

Office of the Chief Procurement Officer, designee

Office of the Chief Financial Officer, designee

Associate General Counsel for General Law, designee

One CIO representative from each of the Voting Components

One General Counsel/Chief Counsel/Principal Legal Advisor representative from each of the Voting Components

One Privacy Officer Representative from each of the Voting Components

MEMBER ROLES AND RESPONSIBILITIES

DGSSAC Co-Chairs

The Co-Chairs of the DGSSAC will perform the following activities:

- Serve as the executive champions of the DGSSAC’s mission.
- Develop processes and priorities for the work of the DGSSAC to ensure that relevant issues are elevated to the ITSGB and addressed promptly.
- Set the schedule, agenda, and guest list for DGSSAC meetings with assistance from the Secretariat and in consultation with the DGSSAC members.
- Chair the DGSSAC meetings:
 - Review action items
 - Facilitate discussion and collaboration
 - Identify consensus decisions or initiate voting
- Elevate unresolved issues, or issues outside the scope of DGSSAC authority, to the appropriate senior governance body.
- Ensure appropriate reporting of DGSSAC activities and decisions to senior governance bodies, OMB, DHS headquarters, Components, and other stakeholders.
- Recommend DGSSAC operational changes to the appropriate senior executives or governance bodies.
- Communicate tasking(s) to working groups.

DGSSAC Members

The duties of DGSSAC Members include, but are not limited to, the following:

- Provide strategic guidance; identify and communicate issues and concerns in a clear and timely manner.
- Serve as a liaison between the DGSSAC and the member’s functional area and/or organization; ensure organizational support for the activities of the DGSSAC.

- Execute activities, as assigned, in support of the DGSSAC Co-Chairs.
- Assign members to working groups to represent their respective business function and Component.

Non-Members

The DGSSAC, subject to approval of the Co-Chairs, may invite subject matter experts to attend DGSSAC meetings to present information and participate in discussions, as appropriate.

DGSSAC members may also invite an appropriate number of support staff to attend DGSSAC meetings in order to facilitate the member's DGSSAC participation. Other observers may attend and participate in meetings at the discretion of the Co-Chairs. The Co-Chairs may exclude non-members in situations the co-chairs deem sensitive or inappropriate for non-member review, or if non-member attendance is not otherwise practical.

DGSSAC Secretariat

The Information Management Section (IMS) of the Enterprise System Development Office in the Office of the Chief Information Officer will provide both analytical and secretariat support to the DGSSAC.

As secretariat for the DGSSAC, IMS will perform the following activities:

- Develop meeting agendas and recommend agenda priorities in conjunction with the Co-Chairs.
- Plan and schedule DGSSAC meetings and meeting rooms.
- Consolidate and disseminate meeting agendas and briefing materials in advance of the meeting.
- Help the DGSSAC adhere to criteria and thresholds for issue consideration, documentation requirements, and other procedures as established by the DGSSAC.
- Track and report all DGSSAC action items, decisions, and recommendations to conclusion.
- Develop and disseminate all DGSSAC meeting minutes.
- Utilize the DHS SharePoint ESC team site to manage and report DGSSAC activities; serve as the DGSSAC SharePoint site administrator.

DGSSAC OPERATIONS

Frequency of Meetings

The DGSSAC will meet on a schedule determined by the Co-Chairs based on the needs of the DGSSAC mission, but no less than every other month.

Attendance, Quorum

- The Co-Chairs, voting members, and Secretariat are required to attend all meetings.
- Voting Members must notify the Co-Chairs at least one day in advance of the meeting when unable to attend and are responsible for arranging for the attendance of an approved alternate.
- At a minimum, 60 percent of the Voting Members (either the approved regular or alternate members) must be in attendance to constitute a quorum for meeting and voting.

Decision Making

- The Co-Chairs will strive to reach decisions through consensus of the DGSSAC membership. Once a consensus is reached, the Co-Chairs will clearly summarize the consensus decision, which will be recorded in the minutes.
- If the Co-Chairs determine that a consensus decision or recommendation cannot be reached within a reasonable time, the Co-Chairs may either call for a vote or escalate the issue to a senior decision authority.
- Notwithstanding the foregoing, the Co-Chairs will conduct a vote at each decision point in any formal DHS review process conducted by the DGSSAC.
- In the event of a vote, each Voting Member (either the approved regular or alternate member) has one vote. The Co-Chairs do not vote except in the event of a tie, in which case the Co-Chairs may break the tie or decide to escalate the issue to a senior decision authority. If the Co-Chairs cannot agree, the issue must be elevated to a senior decision authority.
- The Co-Chairs may invoke electronic comment and/or voting (or “E-Vote”) via e-mail or the ESC team site.

Communication

- Read-ahead information will be provided to the membership at least five business days in advance of meetings.
- Meeting minutes and action items will be distributed no later than three business days after the meeting. Members shall submit comments on the minutes within five business days after receipt. The minutes from the previous DGSSAC meeting shall be reviewed and approved at the next subsequent DGSSAC meeting.

- A teleconference line may be established for the DGSSAC meetings at the discretion of the co-chairs.
- Non-member individuals may be included on communications distribution lists for any purpose deemed appropriate by the Co-Chairs.
- In accordance to OMB Digital Government Strategy, Publicly Report Progress. The Department must set up their OMBMax pages and publicly report progress according to the OMB guidance. The DGSSAC shall be responsible for ensuring timely, accurate, and consistent reporting.

DGSSAC Chartered Working Groups

The DGSSAC will oversee the milestone progress of the assigned working groups.

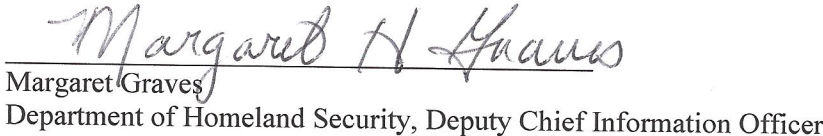
Digital Government Strategy

Senior Advisory Council



Richard Spires
Department of Homeland Security, Chief Information Officer

12/18/12
Date



Margaret Graves
Department of Homeland Security, Deputy Chief Information Officer

12/19/12
Date

Amendment History

Version Number	Brief Description of Change	Approved By	Date
0.1	Initial <i>DISCUSSION DRAFT</i>	CBE	9.28.2012
0.2	Incorporated comments from internal review	CBE	10.1.2012
0.4	Incorporated minor edits	CBE	10.2.2012
1.0	Incorporated Dep. CIO changes	CBE	10.25.2012
1.1	Amended the fourth paragraph under scope (page 3) to include the following: “DGSSAC decisions are vetted by the appropriate ESC prior to adoption and coordinated with the appropriate councils while in formation.” Added Director New Media & Web Communications as a voting member.	CBE/ Kathy McShea	10.29.2012