FEDERAL CHIEF INFORMATION OFFICERS COUNCIL

CHARTER

NOVEMBER 2012

NAME OF ORGANZATION

Federal Chief Information Officers Council – Federal CIO Council

AUTHORITY

Established by Executive Order 13011 (Federal Information Technology) and codified by the E-Government Act of 2002.

PURPOSE

The Federal CIO Council is the principal interagency forum to improve agency practices related to the design, acquisition, development, modernization, sustainment, use, sharing, and performance of Federal Government information technology (IT). The CIO Council is one element of an interagency support structure established to achieve information resource management (IRM) objectives delineated in statute, including but not limited to the E-Government Act of 2002 (Public Law 107-347), Government Paperwork Elimination Act (GPEA), Paperwork Reduction Act (PRA), Government Performance and Results Act (GPRA), the Federal Information Security Management Act of 2002 (FISMA), and the Information Technology Management Reform Act of 1996 (ITMRA).

VISION

The CIO Council aspires to promote a bright and prosperous future for the United States through the strategic use of Federal Information Technology. It seeks to drive efficiency and effectiveness across Government, spurring innovation, protecting and defending our resources and more effectually bringing Government services to Americans.

OBJECTIVES

The CIO Council shall perform functions that include the following:

- Develop recommendations for the Office of Management and Budget (OMB) on Federal Government IT management policies and requirements;

- Establish government-wide priorities on information technology policy and monitor their implementation;

- Share lessons learned, ideas, best practices, and innovative approaches related to IT management;

- Assist the Federal Chief Information Officer (Federal CIO) in the identification, development, and coordination of multi-agency projects and other innovative initiatives to improve Federal Government performance through the use of IT;

- Promote collaboration and community building among Federal Agency CIOs for purposes of sharing best practices, transferring knowledge, and developing a unified approach for addressing Federal IT challenges;

- Promote the development and use by agencies of common IT management performance measures under Chapter 36 and Title II of the E-Government Act of 2002;

- Serve as a forum for collaboration on intra-agency IT portfolio management to reduce duplicative IT investments and drive the efficient use of IT resources across agencies within the Federal Government;

- Partner, as appropriate, with the National Institute of Standards and Technology (NIST) and the Office of the Federal CIO (OMB) to develop recommendations on IT standards developed under section 20 of the NIST Act (15 U.S.C. 278g–3) and promulgated under Section 11331 of Title 40, and maximize the use of commercial standards to the extent possible, including the following:

    – Standards and guidelines for interconnectivity and interoperability as described under section 3504;

–   Standards and guidelines for categorizing Federal Government electronic information to enable efficient use of technologies, consistent with the process under section 207(d) of the E-Government Act of 2002;

–   Standards and guidelines for Federal Government computer system efficiency and security.

- Work with the Office of Personnel Management (OPM) to assess and address the hiring, training, classification, and professional development needs of Federal employees in areas related to IT management;

- Work with the Archivist of the United States to assess how the Federal Records Act can be addressed effectively by Federal IT initiatives and activities;

- Solicit perspectives from the Chief Financial Officers Council, Federal Acquisition Officers Council, Chief Human Capital Officers' Council, Budget Officers Advisory Council, and other key groups of in the Federal Government, as well as industry, academia, and other Federal, tribal, and state and local governments, on matters of concern to the Council as appropriate.

LEADERSHIP AND MEMBERSHIP

COUNCIL LEADERSHIP
The CIO Council shall be led by:

- The Deputy Director for Management (DDM) of the Office of Management and Budget, who shall act as chairperson of the Council;

- The Federal Chief Information Officer (CIO) of the United States, who shall act as director and lead the activities of the Council on behalf of the chairperson.

The CIO Council, from among its members, shall select the Vice-Chairperson of the CIO Council. The Vice-Chairperson shall be an agency CIO, and in this capacity shall serve two consecutive one-year terms, but may serve multiple terms beyond two years.

LEADERSHIP RESPONSIBILITIES
The Council leadership shall be responsible for:

- Promoting Federal CIO Council activities and status within the Federal IT community;

- Convening the Federal CIO Council on a regular basis and presiding over Council meetings;

- Acting as an advocate and elevating issues to the appropriate levels on behalf of the Federal CIO community;

- Participating as leaders of the broader Federal IT community to help foster cross-agency collaboration and shared solutions above and beyond agency silos.

COUNCIL MEMBERSHIP
The CIO Council shall be comprised of:

- The Administrator of the Office of Information and Regulatory Affairs (OIRA);

- The Chief Information Officer of each agency described under section 901(b) of Title 31 of the U.S. Code;

- The Chief Information Officer of the Intelligence community;

- The Chief Information Officer of the Department of Homeland Security;

- The Chief Information Officer of the Department of the Army, the Department of the Navy, and the Department of the Air Force, if chief information officers have been designated for such departments under section 3506(a)(2)(B);

- Two Small Agency Council representatives;

- Any other officer or employee of the United States, as designated by the Executive Committee of the CIO Council.

MEMBER RESPONSIBILITIES

Members of the CIO Council shall:

- Attend the regularly scheduled meetings called by the Director and Vice-Chair;

- Review and consider initiatives presented at the Council meetings and be an active participant in the discussions;

- Provide recommendations and/or cast a vote regarding the presented initiatives and participate in prioritization of presented initiatives;

- Bring to the Council's attention initiatives and issues that might have an impact on the overall Federal IT community;

- Participate in implementation of Council priority initiatives or projects;

- Defend the CIO Council's position in other forums;

- Participate as a leader of the broader Federal IT community to help foster cross-agency collaboration and shared solutions above and beyond agency silos.

EX-OFFICIO MEMBERS

The following members may attend the Council meetings, but do not have voting rights.

- Chief Financial Officers Council representative

- Federal Acquisition Officers Council representative

- Chief Human Capital Officers Council representative

- Council of the Inspectors General on Integrity and Efficiency representative

- Associate Administrator for Government-wide Policy, General Services Administration

- Associate Administrator for Citizen Services and Innovative Technologies, General Services Administration

- National Institute of Standards and Technology (NIST) representative

- National Archives and Records Administration representative

- At least one state and local government representative

- Others designated by vote of the Executive Committee of the CIO Council

RELATIONSHIPS

The Federal CIO Council may nominate members to serve on related councils, such as the Chief Financial Officers Council (CFOC), the Chief Acquisition Officer Council (CAOC) and the Chief Human Capital Officers Council (CHCOC). Any nominations must be approved by the Executive Committee of the Council.

The Federal CIO Council may exchange information and perspectives with these boards and councils, and other governmental policy and standards bodies, such as NIST.

STRUCTURE AND PROCEDURES

EXECUTIVE COMMITTEE

The Executive Committee, chaired by the Director and Vice-Chair of the Council, is responsible for setting Council priorities, overseeing and assigning the work of the Council, aligning Council work products with Federal IT initiatives, managing Council operations and structure, and serving as the decision-making body for the Council.

The Executive Committee shall meet monthly and be open to any member of the CIO Council, with the chairs of the standing committees, along with the Council Vice-Chair and Director serving as voting members. Votes will

be held when the Executive Committee is unable to reach consensus and the Director of the Council shall break all tie votes.

Annually, the Director of the Council, in conjunction with the Executive Committee and Council Vice-Chair, will choose a limited set of priorities and initiatives for the year and, subsequently, task the Executive Committee to support these priorities and initiatives. The Executive Committee shall develop implementation plans for the Council for those initiatives and conduct oversight of the Council's execution of those plans.

COUNCIL STRUCTURE
The Executive Committee of the CIO Council has the authority to establish committees, working groups, task forces, and other temporary bodies as necessary to consider items that are of concern to the Council and to carry out implementation of Federal IT initiatives or projects. These groups will be chaired or co-chaired by an agency CIO, Deputy CIO, or led by other individuals as the CIO Council may designate.

Working groups of the CIO Council need to be approved by the Executive Committee, have a clearly defined scope and goals, and deadlines for completion of deliverables.

COUNCIL SUPPORT
The Administrator of General Services shall provide administrative and other support for the Council. The staff of the Council, led by a Senior Advisor, shall provide strategic guidance and oversee all activities of the Council, including setting priorities, promoting collaboration, and managing the Council's budget. OMB and the Vice-Chair also will provide for staff support to the Council as needed.

The Administrator of General Services will also maintain an official archive of all minutes and Council documents.

PROCEDURES
The following procedures will apply to the Federal CIO Council:

- The Executive Committee will act as the primary decision-making body for managing the priorities and work of the Council. All requests of the CIO Council will be approved by the Executive Committee;

- The Council may host special meetings outside of regularly scheduled meetings at the discretion of Council leadership;

- Representatives of other organizations may be periodically invited to attend, observe, or contribute to Council meetings and activities at the discretion of Council leadership;

- CIOs are expected to attend CIO Council meetings. Deputy CIOs may attend in place of their agency's CIO with approval from the Chairperson of the Council. Exceptions will be handled on a case-by-case basis.

VOTING
When votes are taken either in the Executive Committee or the full Council, each member of the Committee or Council will get one vote, including the two representatives for small agencies, who will have one vote each. There is no minimum requirement to establish quorum at a meeting. The number of members required for a quorum will be the number of members at a meeting.

Ex-officio members are invited to contribute their particular skills and expertise to projects and work groups, but do not have a vote.

AMENDMENTS
This charter may be amended upon the request and approval of the chairperson and director of the Council and then coordinated with the Executive Committee of the Council.

Adopted on November 14, 2012 in Washington, D.C.