

US Environmental Protection Agency

Chief Information Officer Strategic Advisory Council (CIO SAC) Charter

1. BACKGROUND

- (1-1)** In June 2016, along with the reorganization of the Office of Environmental Information (OEI), EPA established the Chief Information Officer Strategic Advisory Council (CIO SAC).
- (1-2)** Creation of the CIO SAC grew out of the work formerly performed by the Quality Information Council (QIC) to address enterprise-wide information technology/information management (IT/IM) issues and to develop Agency IT/IM policies.

2. PURPOSE

- (2-1)** This document charters the Chief Information Officer Strategic Advisory Council (CIO SAC) as the premier advisory body within EPA's IT/IM Governance Framework.
- (2-2)** The purpose of the CIO SAC is to provide recommendations to the Deputy Chief Information Officer (DCIO) on EPA's IT/IM strategic direction to optimize support for the Agency's mission and business needs.
- (2-3)** This charter shall be reviewed and updated annually.

3. SCOPE

- (3-1)** The CIO SAC shall advise and assist the DCIO on the following IT/IM areas of focus:
 - Understanding EPA's mission and business needs
 - Strategic direction for enterprise and cross-program IT/IM initiatives
 - Approaches for evaluating EPA's IT/IM enterprise
 - Cross-Agency IT/IM policies

4. MEMBERSHIP

- (4-1)** The CIO SAC shall be chaired by the DCIO.
- (4-2)** The CIO SAC shall be comprised of the Senior Information Official (SIOs) representing each Program Office and Region.
- (4-3)** In instances when the DCIO is also the SIO for a Program Office or Region, he/she will appoint another person as its representative to the CIO SAC.

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5. ROLES AND RESPONSIBILITIES

(5-1) The CIO SAC shall have the following roles and responsibilities:

- a) Provide recommendations to the DCIO on EPA's IT/IM strategic direction and criteria for making IT/IM investment decisions.
- b) Make pre-decisional recommendations on key IT/IM investments.
- c) Identify business and mission needs as input into the development of EPA's IT/IM Strategic Plan.
- d) Advise the DCIO on operational implications of potential decisions.
- e) Review, evaluate and recommend the IT/IM Strategic Plan for approval by the DCIO.
- f) Develop criteria for evaluating progress against the IT/IM Strategic Plan.
- g) Review and provide input on the progress of meeting the IT/IM Strategic Plan goals.
- h) Identify new IT/IM requirements for the identification and evaluation of new technology solutions.
- i) Develop acceptance criteria for new investments and existing expenditures.
- j) Provide recommendations to the DCIO on EPA's annual IT/IM policy agenda.
- k) Review IT/IM policies and high-level plans to ensure they align with the strategic direction (at DCIO discretion).
- l) Address other strategic IT/IM issues at the request of the DCIO.

6. MEETINGS

(6-1) The CIO SAC shall generally meet three times a year. Additional meetings may be called on an ad hoc basis, to address urgent or unanticipated changes in circumstances, at the discretion of the Chair.

(6-2) Meetings shall only be conducted with a quorum. A quorum of the principals exists when 51% or more of CIO SAC members are present. The Chair shall have the authority to forgo quorum rules in extenuating circumstances.

(6-3) Only CIO SAC members (or their designated proxies) and invited presenters shall participate in discussions. DCIO staff, as well as subject matter experts (as needed on topics pertinent to the CIO SAC), may participate in meetings at the discretion of the Chair.

(6-4) Each CIO SAC member may have available an advisor from his/her organization to provide support during the CIO SAC meetings.

(6-5) Agenda items for CIO SAC meetings may be proposed by the DCIO or any CIO SAC member.

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- (6-6)** Only the CIO SAC member (or designated proxy approved by the Chair prior to the meeting) may vote on matters before the CIO SAC.
- (6-7)** Each Program Office and Region shall have only one vote. The Chair shall remain a non-voting member.
- (6-8)** Final CIO SAC recommendations for the DCIO shall be based on a simple majority vote. All approved votes shall be forwarded to the DCIO as formal recommendations for approval.
- (6-9)** Formal recommendations from the CIO SAC shall be brought to the DCIO for decision. In some cases, the DCIO may elect to bring decisions to the Information Board of Directors (IBOD) for discussion and final decision.
- (6-10)** Substantive disputes or disagreements shall be referred to the DCIO, as appropriate.

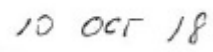
7. RESOURCES

- (7-1)** DCIO staff shall ensure meeting materials are developed in advance of meetings and are provided to members in advance.
- (7-2)** DCIO staff shall be responsible for ensuring that CIO SAC meetings, including action items and agreements, are documented and posted to the CIO SAC collaboration space.

8. APPROVAL



Vaughn Noga
Principal Deputy Assistant Administrator
for Environmental Information and
Deputy Chief Information Officer,
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Date