U.S. Environmental Protection Agency (EPA)
Open Government Implementation Work Group (OGIWG) Charter
Mission Statement

The mission of the EPA Open Government Implementation Work Group (OGIWG) is to promote the principles and practices of the Open Government Directive (OGD) issued December 8, 2009 in internal and external interactions with stakeholders and partners and to execute or oversee execution of the commitments within EPA's Open Government Plan, initially released April 7, 2010.

Scope
The OGIWG serves as the working group responsible for directly executing the goals and objectives listed below. The OGIWG is expected to develop recommendations in support of the Agency's responsibilities under the OGD to be approved by the Quality Information Council (QIC.) The QIC is comprised of executives across the Agency and serves as the executive body to oversee and approve Open Government policy and Agency program commitments with particular emphasis on making program information more broadly available to the public.

The OGIWG creates Open Government Project Teams to develop and implement activities that have long-term implications and/or require specific technical expertise. Project teams report their status and progress to the OGIWG, which may result in a recommendation for QIC approval.

In cases where there is a proposal requiring a workgroup vote to proceed, each AAship represented on the OGIWG will have one vote by its desigred representative or identified proxy. In the event that a resolution cannot be reached and supported by a voting majority, the issue will be elevated to the Executive Sponsor. The Executive Sponsor will prepare a response to points under debate to be considered further by the workgroup, or the Executive Sponsor may recommend that the OGIWG prepare options for the QIC to openly discuss and resolve.

The Open Government Directive also includes financial data quality objectives and requirements. These are being addressed by the Spending Information Quality Workgroup led by the Office of the Chief Financial Officer (OCFO). OCFO will ensure coordination between the Agency's overall OpenGov efforts and the financial data quality efforts through representation on the OGIWG. To the extent practicable, information intended for the public related to the financial data quality activities associated with OpenGov, will be made available on the Agency's OpenGov web site.

Goals and Objectives
The OGIWG is responsible for executing the following goals and objectives:
- Promote the principles of Open Government (OG) throughout EPA,
- Promote making appropriate data publicly available following federal-wide preferred methods,
- Ensure the execution of EPA's OG plan milestones,
- Strive for coordination and consistency in representing OpenGov related activities across the Agency to promote discovery and understanding for internal and external parties,
- Identify and promote transparency innovations/advances throughout the Agency,
- Identify and promote opportunities for expanded public participation and collaboration in programmatic areas,
- Extend interaction with external partners and stakeholders,
- Fully leverage and incorporate the principles of OG in executing program functions,
- Involve impacted stakeholders,
- Communicate status and progress to the QIC and stakeholders on an issue-by-issue basis,
- Make full use of lessons learned and benefits from OG and related projects.

Members, Roles and Responsibilities

Executive Sponsor
Andy Battin, Director/Office of Environmental Information (OEI)
Roles and Responsibilities:
- Act as liaison/link between the QIC and OGIWG,
- Monitor progress of the OGIWG.

OGIWG Workgroup Chair
Tim Crawford, Office of Environmental Information (OEI)
Roles and Responsibilities:
- Recommend OGIWG goals and objectives,
- Brief the Executive Sponsor on OG progress,
- Provide direction and guidance toward meeting OG commitments,
- Schedule and lead OGIWG meetings,
- Establish a schedule to meet OG commitments.

OGIWG Program Representatives
Participants: Headquarters program offices have one or more representatives on the work group.
Roles and Responsibilities:
- Participate as active, voting members in OGIWG meetings (each AAship has one vote),
- Dedicate adequate resources to OG efforts and supplemental groups,
- Support OGD implementation with emphasis on data availability,
- Represent and inform others within their program office; act as internal liaison,
- Provide a coordinating function between related activities.

OGIWG Regional Representatives:
Participants: The OEI Lead Region (currently Regions 3) and Regions 4 and 6 have representatives on the workgroup; however, all Regions are welcome to sit in on meetings.
Roles and Responsibilities:
- Participate as active, voting members in OGIWG meetings (Lead Regions),
- Dedicate adequate resources to OG efforts and supplemental groups,
- Support OGD implementation,
- Represent and inform other Regions as to OG progress/status; act as internal liaison.

Project Teams:
Participants: Project teams are formed to address a specific need that requires more effort or technical expertise than can be supported by the OGIWG. Impacted program offices/regions are asked to lead and staff targeted project teams. Examples of project teams include the Strategic Data Action Plan (SDAP) Project Team and the OG Communications Project Team.

Project Team Leads
Roles and Responsibilities:
- Identify team members (in consultation with a potential member's office/manager),
- Schedule and conduct regular meetings,
- Establish a schedule for completion (including major milestones),
- Determine resource requirements/issues,
- Identify and manage project risks (escalating as needed),
- Report status to the OGIWG,
- Manage and maintain project documentation and artifacts,
- Support the mission, goals, and objectives of the OGIWG.

Approach

The OGIWG meets twice monthly and as needed to ensure OGD requirements and commitments within the OG Plan are met. The OGIWG provides guidance to the various project teams. Project Teams meet as needed to meet their commitments and report their progress to the full OGIWG.

Communications

Internal OGIWG communications take place during regular and ad hoc meetings and via email. The OGIWG has an internal EPA Wiki to collect and share best practices and lessons learned. The OGIWG and the Communications Project Team work together on communications strategies to reach out to stakeholders, inform EPA staff, and keep the epa.gov/open website up to date.

Duration/Termination

The OGIWG meets twice monthly unless otherwise communicated. Special focus meetings are scheduled on an as needed basis. The work group is expected to continue meeting until the completion of the goals and commitments of the Agency's Open Government Plan are met and for any continuing needs at the direction of the Executive Sponsor and QIC.