

August 21, 2013

NIEM TECHNICAL ARCHITECTURE COMMITTEE (NTAC) CHARTER

RECORD OF CHANGES

| No. | Date | Reference: All, Pg, Table, Fig, Paragraph | Add, Mod, Del | Revised By | Change Description |
|-----|-----------|---|---------------|-------------------|---|
| 2.0 | 7/8/2010 | All | A | Matthew Simcock | Initial refresh of the document |
| 2.1 | 8/9/2010 | All | A | Justin Stekervetz | Revision of existing document |
| 2.2 | 9/1/2010 | All | A | Justin Stekervetz | Revision of document to remove previous performance measures and to better define NTAC invited participants |
| 2.3 | 10/7/2010 | All | M | Justin Stekervetz | Modified the Invited Participants section to include voting rules for non-members. |
| 3.0 | 8/21/2013 | All | M | NTAC | Refresh of the document |

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1 INTRODUCTION

The National Information Exchange Model (NIEM) is a community-driven, government-wide, standards-based approach to exchanging information. Diverse communities can collectively leverage NIEM to increase efficiencies and improve decision-making. Used in all 50 states and internationally, NIEM is available to everyone. It includes a data model, governance, training, tools, technical support services, and an active community to assist users in adopting a standards-based approach to exchanging data. NIEM is a working and collaborative partnership between organizations at all levels of government, operational practitioners, standards bodies, private industry and other stakeholders.

The NIEM Technical Architecture Committee (NTAC) is one of two committees within the NIEM governance structure. The NTAC operates in coordination with the NIEM Business Architecture Committee (NBAC) and the NIEM Program Management Office (PMO) to meet the goals and objectives of the NIEM program. The NTAC is responsible for defining the technical architecture that governs NIEM. NTAC members represent operational practitioners and subject matter experts (SMEs), key stakeholder agencies, domains and systems developers across all levels and branches of government, as well as solution providers.

2 MISSION

The primary mission of the NTAC is to define and support the technical architecture of NIEM. The NTAC documents, implements, and maintains technical specifications for NIEM. In addition, the NTAC is responsible for providing robust and effective development of the NIEM core structure and complementary processes to support and enable users to efficiently develop, use, and reuse NIEM-conformant model package description components. The NTAC is responsible for the delivery and maintenance of a tool strategy that meets stakeholder requirements in support of information exchange across organizations.

3 SCOPE

This charter defines the NTAC's mission, roles, responsibilities, membership, structure, and operations.

4 NTAC—ROLES AND RESPONSIBILITIES

The NTAC is composed of members from across the NIEM community, two of whom serve as co-chairs of the committee. To fulfill its mission, the NTAC must have membership that is a reflective subset of all domains, levels of government, and organizations that participate within the NIEM community. The committee's responsibilities are as follows:

- a) Establish and support the NIEM technical architecture
- b) Establish mechanisms and processes for publishing NIEM content artifacts
- c) Ensure all content in the NIEM data model appropriately conforms to NIEM specifications

- d) Maintain communication and interaction with other NIEM program entities, such as the help desk, NBAC, and PMO
- e) Analyze and assess emerging technologies and how they relate to NIEM; develop roadmap for future capabilities
- f) Establish goals, milestones, and desired outcomes, and measure performance

5 NTAC PARTICIPANTS—ROLES AND RESPONSIBILITIES

As seen in the following governance structure, the NTAC is made up of a number of entities, which include the NTAC co-chairs, NIEM PMO NTAC liaison, lead developers, voting members, and observers and invited guests. The NTAC voting members shall remain a small committee of technical experts to focus on architectural needs and solutions. Committee meetings will be open for observation by non-members, based on NTAC co-chair discretion and may, for example, participate in discussion and provide recommendations.

This section outlines the roles and responsibilities for each entity.

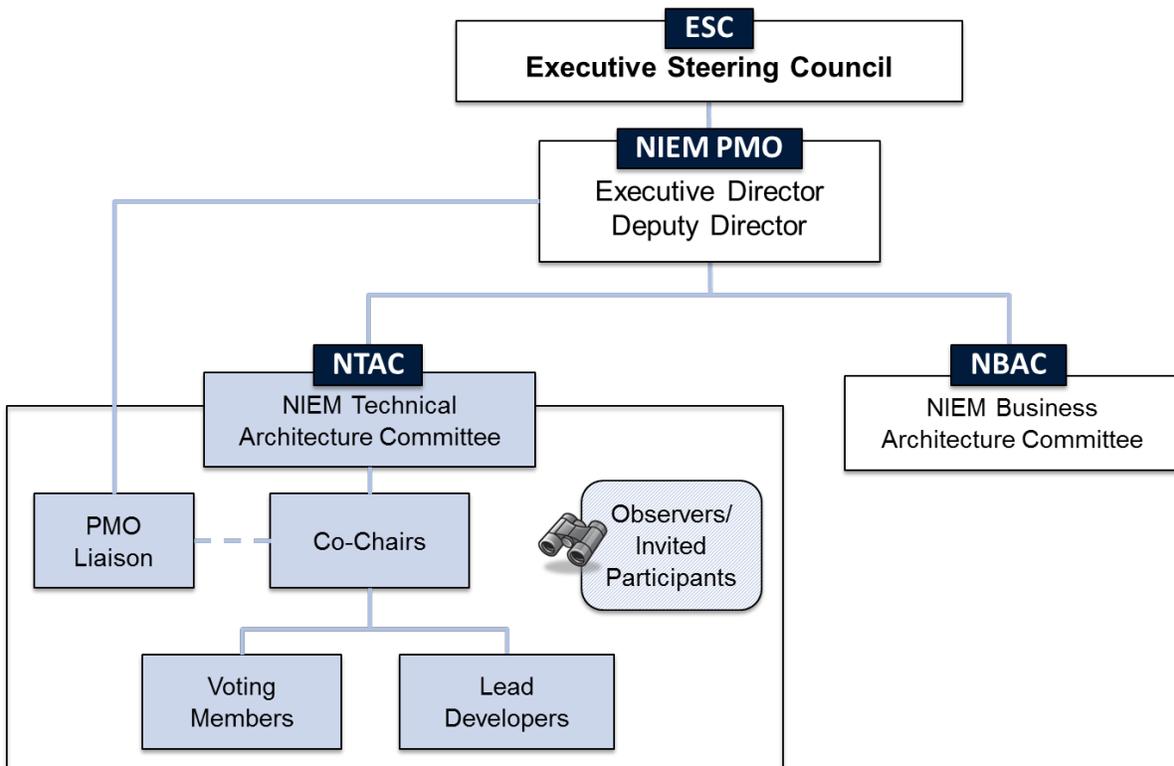


Figure 5-1 NIEM Governance Structure

5.1 CO-CHAIRS

The NTAC co-chairs will assume all responsibilities of voting members as outlined in section 5.2, in addition to the following responsibilities:

- a) Determine committee membership appointments and reappointments
- b) Determine committee direction and agenda based on committee charge

- c) Conduct monthly meetings and face-to-face meetings as needed
- d) Review the mission and goals of the committee annually
- e) Evaluate the committee's effectiveness in meeting its stated purpose and function on an ongoing basis to measure performance
- f) Coordinate NTAC correspondence and delegate and/or develop collaborative working groups with the appropriate representation, as necessary, to engage on specific technical issues
- g) Outline and execute committee voting rules; ensure all voting members have the opportunity to cast a vote
- h) Support development of the NIEM program plans
- i) Provide status and progress to the NBAC and NIEM PMO
- j) Invite non-members to contribute to NTAC meetings, as needed

5.2 VOTING MEMBERS

The NTAC voting members have the following responsibilities:

- a) Commit a minimum of 12 hours of work to the NTAC per month (this could include networking contributions from the member's professional network), in addition to two face-to-face meetings per year. Commitment may vary based on priorities such as major releases and program events.
- b) Receive formal agreement with supervisor outlining the time commitment
- c) Attend and participate in scheduled meetings
- d) Expend additional efforts, in addition to the 12 hours noted above, to complete action items and task assignments by the appropriate deadlines when necessary
- e) Use the NTAC collaboration zone on NIEM.gov for committee related documentation
- f) Address community help desk tickets as they relate to NIEM technical issues, as assigned
- g) Vote on technical decisions

5.3 NON-VOTING MEMBERS

This section will outline the responsibilities of the NTAC non-voting members, which include the PMO NTAC liaison and the lead developers.

5.3.1 PMO NTAC LIAISON

The PMO NTAC liaison, appointed by the NIEM PMO, has the following responsibilities:

- a) Support the NTAC co-chairs with committee responsibilities
- b) Facilitate the NTAC meetings at the discretion of the co-chairs, should they be unable
- c) Maintain a current list of members, subcommittee members, staff, and observers
- d) Conduct day-to-day communications and work processes with the NIEM PMO

- e) Ensure committee responsibilities are tracked through a program plan with appropriate cross-committee collaboration
- f) Provide status and progress to the NIEM PMO and NBAC at the discretion of the co-chairs, should they be unable
- g) Provide support in planning and conducting meetings, drafting, and reviewing documents
- h) Attend NTAC meetings and provide minutes

5.3.2 LEAD DEVELOPERS

The lead developers, who are tasked with management and maintenance of the NIEM data model, have the following responsibilities:

- a) Attend scheduled committee meetings
- b) Take action on items and task assignments for architectural updates
- c) Address community help desk tickets as they relate to NIEM technical issues, as assigned
- d) Coordinate with the co-chairs and PMO liaison to support agenda items for committee review
- e) Provide subject matter expertise and make recommendations related to current and future NIEM technical architecture

5.4 OBSERVERS AND INVITED PARTICIPANTS

Non-members of the NTAC may be invited by a co-chair to attend or request attendance as an observer with approval from a co-chair. There is no set term established for observers and invited participants, and there should be no expectation of voting membership. Observers and invited participants have the following responsibilities:

- a) Contribute to committee meetings
- b) Provide subject matter expertise, where applicable

6 COMMITTEE STRUCTURE & OPERATIONS

This section outlines the governance and operations of the NTAC, which adapt as necessary to best address priorities established by the NIEM program, as well as resource availability and funding constraints.

6.1 MEMBERSHIP OF VOTING MEMBERS

The NTAC members are not expected to be NIEM evangelists, and should remain agnostic to tools, representations, and domains. The NTAC may include representation from other targeted standards organizations and technical working groups to ensure interoperability, alignment, and coordinated development at the discretion of the NTAC co-chairs and the NIEM PMO. The following sections outline the requirements for voting membership on the NTAC.

6.1.1 CO-CHAIR MEMBERSHIP

The NTAC shall have two co-chairs. The following items apply to NTAC co-chairs:

- a) One co-chair shall be a federal representative
- b) One co-chair shall represent state, local, or tribal organizations
- c) Co-chairs shall serve staggered, renewable two-year terms
- d) Co-chair candidates shall apply or be recommended by the ESC, the NIEM PMO, or committee members
- e) Prior to being elected, a co-chair shall be required to be an NTAC voting member for at least one year

6.1.2 VOTING MEMBERSHIP

The following items apply to NTAC committee candidates requesting voting membership:

- a) All candidates shall apply through official membership solicitations, or can be recommended for appointment by the NIEM Executive Steering Council (ESC), the NIEM PMO, or NTAC committee members
- b) All candidates shall be approved by the NTAC co-chairs
- c) All candidates and their employers shall sign an official letter agreeing to the time and resource commitments to qualify for NTAC membership

The following items apply to NTAC committee voting members:

- a) Any member shall be removed from the NTAC at the discretion of the co-chairs for failure to meet the responsibilities of membership as outlined in section 5.2
- b) A member may resign from the committee upon written notification to the co-chairs
- c) A member may serve a renewable two-year term
- d) The committee shall consist of 10-15 voting members

6.2 COMMITTEE COMMUNICATIONS AND MEETINGS

At the discretion of the co-chairs, committee communications may take place via email, phone, in-person, and on the NTAC collaboration zone on NIEM.gov for NTAC-related work (e.g., specifications development, assessment of future technology, implementation guidance, help desk issues, and discussion boards). Committee meetings shall occur and operate as follows:

- a) The co-chairs or the liaison shall send an agenda in advance with support from the lead developer
- b) Monthly conference calls will be held to discuss updates and architectural support
- c) The NTAC shall conduct approximately two in-person (face-to-face) meetings each year at the discretion of the co-chairs
- d) Member participation is mandatory at the face-to-face meetings, unless reason for absence is provided in advance to the co-chairs

6.2.1 VOTING

Any item for consideration by the NTAC may be determined by a vote, as determined by the co-chairs. The votes shall be recorded in the minutes of the meeting, and is determined by a simple majority of all voting members.

- a) If a voting member is not able to attend the meeting, they shall work with the co-chairs to ensure their vote is counted
- b) In the event of a tie, the co-chairs will determine the resolution

6.3 NTAC SUBCOMMITTEES AND WORKING GROUPS

The co-chairs can establish subcommittees or working groups to support timely and efficient completion of the NTAC's assigned responsibilities. Standing subcommittees may be formed with a specific charge, to track certain issues or carry out recurring tasks. Working groups may be established for specified periods of time, on an as-needed basis, or to complete specific projects.

- a) The NTAC co-chairs shall appoint a chair for any subcommittees or working groups. The chair must have subject matter expertise relevant to the work to be completed
- b) The NTAC co-chairs shall appoint subgroup members upon formation, or leave group composition to the group's chair. Subgroup chairs must meet specific deliverables and milestones established by the NTAC
- c) The subgroup shall gain the NTAC co-chairs' approval to pursue work identified outside of the work originally identified by the NTAC
- d) The subgroup shall be expected to provide status updates on the NTAC monthly conference calls or face-to-face meetings

6.4 COMMITTEE INTERACTIONS

- a) The NTAC co-chairs should regularly communicate with the NBAC co-chairs to coordinate committee actions and priorities. The NBAC shall be invited to communicate any business requirements to the NTAC, and the NTAC shall make recommendations regarding the technical architecture of the NIEM data model for the NBAC's consideration
- b) The co-chairs should coordinate at least monthly with representatives of the PMO to manage program actions and priorities

7 AMENDMENTS

Amendments to this charter may be submitted to the co-chairs for consideration. This charter may be amended by a majority vote of the NTAC voting members. Meetings at which an amendment to the charter is considered must be scheduled at least one week in advance of the vote.