

May 15, 2015

# NIEM BUSINESS ARCHITECTURE COMMITTEE CHARTER

## RECORD OF CHANGES

No.	Date	Add, Mod, Del	Revised By	Change Description
1.0	1/4/11	A	M. Simcock	Revision of existing document
2.0	3/9/11	A	M. Vidanes	Revised Co-Chair section to allow for two state and local co-chairs
3.0	8/21/13	M	NBAC	Reworked version following workshop with NBAC
4.0	9/19/14	A, M	D. Nisco	Revised Voting Members guidance, added Face-to-Face policy
5.0	05/15/15	A, M	D. Nisco	Added Co-Chair Rotation Process

## Table of Contents

1. Introduction .....	1
2. Mission.....	1
3. Scope.....	1
4. NBAC—Roles and Responsibilities.....	1
5. NBAC Members—Roles and Responsibilities.....	2
5.1. Co-Chairs .....	2
5.2. Voting Members .....	3
5.3. Supporting Members .....	3
5.3.1. NIEM PMO NBAC Liaison.....	3
5.3.2. Lead Developers .....	4
5.3.3. Observers and Invited Participants .....	4
6. NBAC Membership .....	4
6.1. Co-Chairs .....	4
6.2. Voting Members .....	5
6.3. NIEM PMO NBAC Liaison .....	5
6.4. Lead Developers .....	5
6.5. Observers and Invited Participants.....	6
7. NBAC Operations.....	6
7.1. Committee Meetings.....	6
7.2. Committee Interactions.....	7
8. Amendments.....	7

## 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 Business Architecture Committee (NBAC) is one of two committees within the NIEM governance structure. The NBAC operates in concert with the NIEM Technical Architecture Committee (NTAC) and the NIEM Program Management Office (PMO) to meet the goals and objectives of the NIEM program. The NBAC is made up of stakeholders across diverse communities. NIEM's domains—communities that are formally established to officially manage and govern a portion of the NIEM data model—serve as the foundations of the committee.

## 2. MISSION

The mission of the NBAC is to set the business architecture and requirements of NIEM, manage NIEM core, and facilitate the processes for the regulation and support of NIEM domains.

- Business architecture: The NBAC shall oversee and validate the construction, maintenance, and use of a business architecture framework for NIEM.
- NIEM core: The NBAC provides management and oversight of the NIEM core, the central part of the NIEM data model that is commonly understood across all domains.
- Community: The NBAC serves as the forum for the admission of new domains and interactions between domains, and coordinates action to maintain the NIEM community.

## 3. SCOPE

This charter defines the mission, roles, responsibilities, membership, structure, and operations of the NBAC.

## 4. NBAC—ROLES AND RESPONSIBILITIES

The NBAC is composed of members from across the NIEM community, two of whom serve as co-chairs of the committee. The committee's mandatory responsibilities are as follows:

- a) The NBAC shall be responsible for submitting recommendations to the Executive Steering Council (ESC) concerning the admission of a new domain into the NIEM data model.
- b) The NBAC shall be responsible for maintaining the integrity, usability, and maturity of NIEM core, and shall engage in any requisite harmonization and issue resolution activities.

- c) The NBAC shall determine the need for new data model releases as deemed necessary, such as to accommodate new domains and content, as well as provide business requirements to the NTAC.

## 5. NBAC MEMBERS—ROLES AND RESPONSIBILITIES

The NBAC is led by its co-chairs and includes voting members, a NIEM PMO NBAC liaison, and observers and invited participants. These components are collectively referred to as the NBAC, as indicated in the diagram below.

This section outlines the roles and responsibilities for each entity.

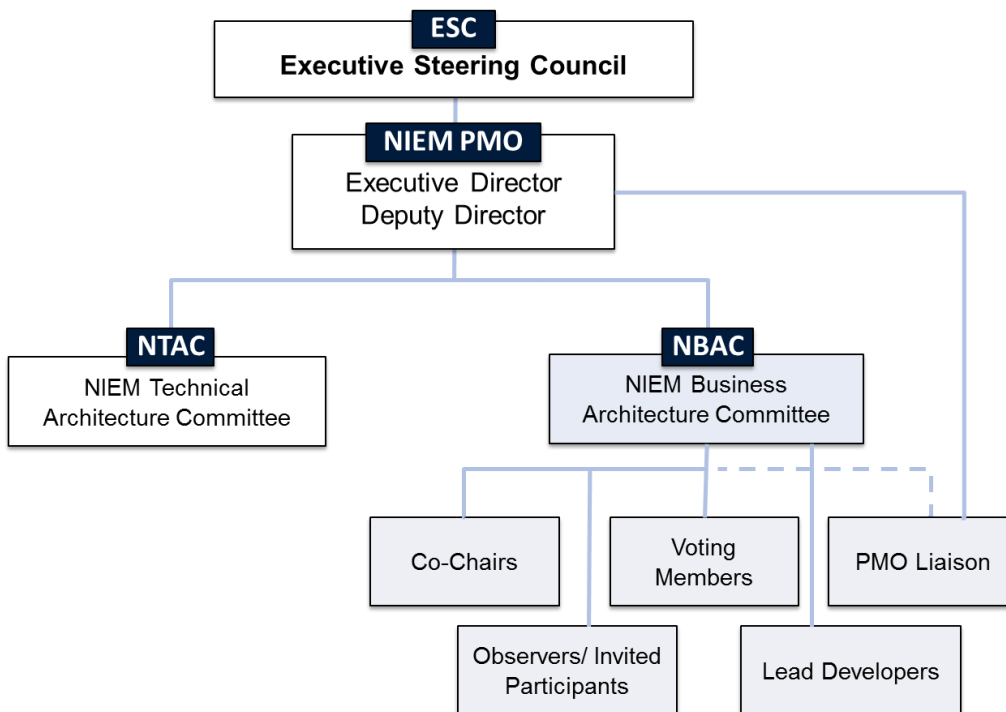


Figure 5-1 NIEM Governance Structure

### 5.1. CO-CHAIRS

The NBAC co-chairs shall assume the following responsibilities.

- 5.1.1. The co-chairs shall facilitate regular NBAC meetings, creating or approving the agenda and directing the business of the meeting. The co-chairs shall exercise their executive discretion in bringing agenda items to a vote of the committee.
- 5.1.2. The co-chairs shall regularly liaise with the other components of the NIEM program, including the PMO, and the NTAC, and shall relay any relevant updates or actions to the NBAC.
- 5.1.3. The co-chairs shall execute and enforce committee voting rules and shall ensure that voting members have the opportunity to cast a vote.
- 5.1.4. The co-chairs shall support the development of annual NIEM program plans.

- 5.1.5. The co-chairs shall lead an annual review of the NBAC's membership and activities, and shall assess the health and maturity of the domains. Such a review will be designed to hold NBAC participants accountable for their contributions and ensure that the committee is adequately serving the needs of the NIEM program. This review shall be completed and delivered to the executive director of the NIEM program within one month of the beginning of the federal fiscal year.

## **5.2. VOTING MEMBERS**

The NBAC voting members shall assume the following responsibilities.

- 5.2.1. Voting members are expected to attend and actively participate in NBAC meetings, to review the content of NIEM core and/or their own domain, and to contribute positively to the committee and the NIEM community by building and sharing knowledge and expertise.
- 5.2.2. Voting members have standing to vote on any matter before the committee, and may vote by proxy by notifying the NBAC co-chairs of a temporary delegate. No member or delegate may vote on behalf of more than two members, including him or herself.
- 5.2.3. Voting members should accept action items and task assignments, and be willing to expend additional efforts outside the formal NBAC meetings to complete these responsibilities by the appropriate deadlines.

## **5.3. SUPPORTING MEMBERS**

This section outlines the responsibilities for the NBAC supporting members, which consists of the PMO NBAC liaison, the lead developers, and observers and invited participants.

### **5.3.1. NIEM PMO NBAC LIAISON**

The NIEM PMO NBAC liaison serves as a bridge between the NBAC and the PMO. He or she is affiliated primarily with the PMO but acts as a non-voting member of the NBAC. The PMO NBAC liaison is responsible for coordination of efforts between the NBAC and the PMO, and for informing the NBAC of PMO actions. In addition, the PMO NBAC liaison shall:

- a) Maintain a current list of members, subcommittee members, staff, and observers (as applicable);
- b) Conduct day-to-day communications and work processes with the NIEM PMO and other committee liaisons;
- c) Report status and progress as necessary to the NIEM PMO;
- d) Provide guidance and support to PMO staff in planning and conducting meetings relevant to the NBAC, and drafting and reviewing NBAC-related documents;
- e) Coordinate and conduct incidental outreach to individual communities or domains on behalf of the NBAC to educate or advise in regard to NIEM adoption.

### 5.3.2. LEAD DEVELOPERS

Lead developers, who are tasked with management and maintenance of the NIEM data model, shall not vote but shall have the following responsibilities in working with the NBAC:

- a) Attend scheduled meetings;
- b) Take on action items and assignments for architectural updates;
- c) Offer recommendations on business and technical architecture issues;
- d) Coordinate with the NBAC co-chairs and liaison to bring forth agenda items for committee review.

### 5.3.3. OBSERVERS AND INVITED PARTICIPANTS

Observers and invited participants may represent their communities and share their expertise with the NBAC. These participants contribute actively to the collaborative nature of the NBAC and NIEM and provide recommendations, although they may not vote on any matter.

## 6. NBAC MEMBERSHIP

NBAC membership consists of representatives of the NIEM community from across mission areas and stakeholder groups.

### 6.1. CO-CHAIRS

6.1.1. The co-chairs shall be appointed by the Executive Steering Committee (ESC).

6.1.2. The co-chairs shall serve staggered two-year terms, commencing at the beginning of the federal fiscal year.

6.1.3. The co-chairs should expect to spend approximately twelve hours per month performing NBAC Co-Chair Roles and Responsibilities as described within the NBAC Charter.

6.1.4. Co Chair Criteria:

6.1.4.1. Candidates must meet the following Criteria in order to be eligible to apply:

6.1.4.1.1. Any voting member or Co-Chair of the NBAC.

6.1.4.1.2. Good standing with the NBAC. Good standing with the NBAC is defined by two years of NBAC meeting participation and attended at least two face to face meetings.

6.1.4.1.3. Availability to spend approximately twelve hours per month performing NBAC Co-Chair Roles and Responsibilities as described within the NBAC Charter.

6.1.4.2. Applicants should demonstrate the following to differentiate themselves from other applicants:

6.1.4.2.1. Contribution to NBAC product(s) (i.e. Tiger Team deliverable(s), procedure document(s), etc.).

6.1.4.2.2. Participation on NBAC Tiger Teams or sub-committee.

- 6.1.4.3. The candidate should have knowledge and experience of the following topics:
  - 6.1.4.3.1. Broad understanding across the information-sharing landscape to articulate a vision for improving information sharing on a nationwide scale.
  - 6.1.4.4. Ability to work collaboratively with multiple partners to drive the program's strategic goals.
  - 6.1.4.5. Experience with engaging with standards development organizations.
  - 6.1.4.6. Experience leading committees to accomplish the goals of the committee.

## **6.2. VOTING MEMBERS**

- 6.2.1. Domains are allowed up to two voting members to be appointed by the domain steward and approved by the co-chairs.
- 6.2.2. Up to five voting members of the NBAC may be unaffiliated with any domain and may serve "at-large." These members are appointed by the co-chairs.
- 6.2.3. Upon approval by the co-chairs, appointees shall sign an agreement committing to active participation in the committee, at which point they are considered voting members.
- 6.2.4. Voting members are expected to attend or send a delegate to at least half of the official NBAC meetings per federal fiscal year. If a voting member represents multiple domains, they may send up to one delegate for each domain.
- 6.2.5. Voting members who fail to attend or send a delegate to the requisite number of meetings as defined in the section above may have their voting status revoked at the annual review, and a notification of truancy sent to their domain steward.
- 6.2.6. The co-chairs should work to ensure diversity of members' backgrounds, including level of government and mission area.
- 6.2.7. Expulsion may occur in cases when a voting member exhibits unacceptable behavior or repeated and flagrant disregard for the mission of NIEM or the NBAC. A vote to expel a voting member may be called for by the co-chairs, with at least one week's notice. Expulsion shall require a two-thirds majority of voting members present.
- 6.2.8. Voting members serve renewable terms of two years or of one year for at-large members, or until resignation, expulsion, replacement by the domain steward, or until their participation lapses.

## **6.3. NIEM PMO NBAC LIAISON**

- 6.3.1. The NIEM PMO NBAC liaison shall be a member of the PMO appointed by the executive director. He or she serves at the discretion of the executive director.
- 6.3.2. The NIEM PMO NBAC liaison may not vote but may participate in all other NBAC activities.
- 6.3.3. He or she may temporarily delegate responsibilities to another member of the PMO.

## **6.4. LEAD DEVELOPERS**

- 6.4.1. Any lead developers shall be engaged by the NIEM executive director to manage and maintain the NIEM data model, and shall serve at the discretion of the NIEM executive director.



- 6.4.2. The lead developers may not vote but may participate in all NBAC activities relevant to the maintenance of the model.

## **6.5. OBSERVERS AND INVITED PARTICIPANTS**

- 6.5.1. Any interested party may, at the discretion of the co-chairs, attend and participate in NBAC meetings. Visitors and observers may not vote on official matters before the NBAC.
- 6.5.2. The NIEM executive director, co-chairs of the NTAC, and NIEM PMO NTAC liaison shall be formally invited to attend and participate in all NBAC meetings, unless otherwise specified, by virtue of their offices. They may not vote on official matters before the NBAC.

## **7. NBAC OPERATIONS**

This section outlines the meeting structure and committee interactions of the NBAC.

### **7.1. COMMITTEE MEETINGS**

- 7.1.1. The full NBAC shall meet regularly, no fewer than 10 times a year. At least two meetings per year shall be held in-person.
- 7.1.2. An agenda shall be approved by the co-chairs and made available to the full NBAC not less than 24 hours before a regular meeting. Minutes shall be made available within one week of each meeting.
- 7.1.3. At least half of the NBAC voting membership must be in attendance at a meeting for a vote to be called. If less than half of the voting membership is present, the committee must conduct business not requiring a vote, or adjourn.
- 7.1.4. Any question called to a vote during a meeting shall require a simple majority to pass, unless otherwise specified in this charter. In the event of a tie, the two co-chairs may decide the result. If the co-chairs cannot agree on a result, the question may be tabled until a future meeting or referred to the NIEM executive director.
- 7.1.5. Any voting member may raise an issue to a vote. Non-voting members may not call an issue to a vote.
- 7.1.6. Any proposed recommendation of admission of a new NIEM domain must be called to a vote.
- 7.1.7. Emergency meetings may be called by the co-chairs with less than 24-hour notice if deemed necessary.
- 7.1.8. The co-chairs may establish subcommittees or working groups to support timely and efficient completion of the NBAC'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 specific periods of time, on an as-needed basis, to complete specific projects.
- 7.1.9. The co-chairs may, with 72 hours' notice, restrict attendance at meetings to voting members only, in order to hold a meeting for a special purpose.
- 7.1.10. Each voting member of the NBAC may vote a maximum of one time, regardless of the number of domains that voting member represents. If a co-chair also represents a domain, that co-chair may vote on behalf of their domain but must then abstain from a tie-breaking vote.
- 7.1.11. Face-to-Face Policy:

- 7.1.11.1. NBAC and NTAC non-federal voting members (i.e. domain voting members and at-large voting members) outside the meeting location's local commuting area will be funded, if no other funding exists (i.e. grant funding), to attend up to two face-to-face meetings per year.
- 7.1.11.2. NBAC and NTAC non-federal and international observers, and invited participants will be required to seek agency/organization funding (or grant funding), if outside the meeting location's local commuting area, for face-to-face attendance in addition to seeking permission from the committee co-chairs.

## **7.2. COMMITTEE INTERACTIONS**

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

## **8. AMENDMENTS**

This charter may be amended by a two-thirds vote of the NBAC voting membership present. Meetings at which an amendment to the charter is considered must be scheduled at least one week in advance of the vote, and the co-chairs must make a good faith effort to inform the NBAC of the meeting. Proposed amendments may be submitted to the co-chairs, and will be considered if they bear the signatures of at least one third of the NBAC voting membership. Amendments meeting such a threshold shall be considered by the full NBAC within two months of their submission.