Enterprise Implementation Committee Charter

AUGUST 2015

Enterprise Implementation Committee
Charter

Purpose

The purpose of this charter is to define the mission, authority, membership, roles and responsibilities of the Department of Labor's (DOL) Enterprise Implementation Committee (EIC).

Mission

The Department of Labor has established a consultative body called the Enterprise Implementation Committee (EIC), composed of senior-level business executives from the Department's agencies and offices. The EIC's mission is to ensure that all initiatives affecting information technology (IT) infrastructure, common services and customer service programs that have cross-agency impacts are implemented to provide effective support for the Department's business mission and operations. The EIC's aim is that all business initiatives having a Department-wide or cross-agency impact should improve operational efficiency and/or enhance customer service and should meet congressional and OMB mandates.

Authority

The EIC is a consultative body with authority delegated to it by the Secretary. Chaired by the Assistant Secretary for Administration and Management (ASAM), it is responsible for the timely implementation of policy and initiatives related to the Department's IT infrastructure, common services and customer services. The EIC will provide the sole forum to discuss and agree on the implementation of critical Department-wide efforts. Additionally, its scope includes the improvement and optimization of agency interoperability through the use of technology and the standardization of common services, but excluding agency and office-specific applications. The EIC scope also includes addressing both business and technical challenges as they relate to customer service.

The EIC is authorized to establish temporary working groups to address specific issues and recommend changes to the EIC. These working groups have no executive authority, but report their recommendations to the committee. Working group members may include staffs who are not EIC members. Similarly, the EIC may instruct a comparable forum to perform tasks on its behalf.

The EIC's charter does not affect the delegated authorities and responsibilities assigned to the Department's Chief Information Officer (CIO) by the Secretary's Order 3-2003, and subsequent updates, or through the Federal IT Acquisition Reform Act (FITARA). The EIC is required to conform to Title 40 of the United States Code, which mandates all federal agencies to establish effective and efficient processes for the selection, management and evaluation of all IT initiatives.

Membership

Members must be authorized to speak on behalf of their parent agency/office. Members are nominated by the Heads of their agency or office. Appointments are subject to approval by the EIC Chair or Vice Chair. Membership may not be delegated. EIC members must be DOL federal employees.

Members

- Assistant Secretary for Administration and Management
- Chief Information Officer (Vice Chair)
- Chief Financial Officer
- Representatives from agencies and offices:

  - Bureau of Labor Statistics (BLS)
  - Employee Benefits Security Administration (EBSA)
  - Employment and Training Administration (ETA)
  - Mine Safety and Health Administration (MSHA)
  - Office of Administrative Law Judges (OALJ),
  - Office of Administration and Management (OASAM)
  - Office of Disability Employment (ODEP)
  - Office of Federal Contract Compliance Programs (OFCCP)
  - Office of Inspector General (OIG)
  - Office of Public Affairs (OPA)
  - Occupational Safety and Health Administration (OSHA)
  - Office of Workers Compensation Programs (OWCP)
  - Solicitor's Office (SOL)
  - Veterans Employment and Training Services (VETS)
  - Wage and Hour Division (WHD)
  - One small agency representative (drawn from OLMS, WB, ILAB, etc.)
  - Three regional/field representatives

Advisors

At the EIC's discretion, ex-officio advisors may be appointed to provide specialized expertise and advice (e.g., Procurement Executive, Departmental Budget Center Director, Representative of the SOL IT Advisory Group).

Meetings, Decision Making, Support and Communications

Meetings

The EIC meets at monthly intervals, or as needed, throughout the Fiscal Year. During these meetings, the EIC considers specific issues related to cross-agency matters including the launch of program initiatives, implementation considerations, program control and evaluation. Additionally the EIC may review the performance and effectiveness of existing enterprise programs and assets.

Members are expected to attend all meetings in person. If necessary, and only by exception, a member may be represented by a designated alternate, but only with the approval of the Chair. Meetings can proceed only if there is a quorum present, where a quorum is defined as at least one-third of committee members.

The Chair selects the location for each committee meeting.

Decision Making
The Chair/Vice Chair determines which program initiatives should be reviewed by the EIC. S/he relies on the committee members to ensure that their agency's or office's involvement is completed in a timely, manner.

Support and Communications
An Executive Secretary is appointed to support the EIC, but is not a member of the committee. The Executive Secretary ensures that the EIC conducts its meetings in accordance with established procedures and acts as a facilitator and parliamentary authority to the Chair. The Executive Secretary manages all the committee's communications functions on behalf of the Chair including: preparing the agenda for all meetings; providing the agenda, pre-reads and meeting notice to members prior to each meeting; framing the analysis and recommendations to be reviewed by the committee; recording and distributing meeting decisions; and performing other scheduling, correspondence, and communications functions as needed.

The Executive Secretary is supported by a Secretariat that is collectively responsible for ensuring that all analyses and submissions are appropriately drafted for the committee's consideration. The Secretariat also translates the committee's recommendations into programmatic actions. Further, the Secretariat ensures that its submissions and recommendations conform to the Departmental budget.

Roles and Responsibilities
The EIC is a senior-level, consultative body that provides oversight for DOL's cross-agency, enterprise programs and collectively has the following roles and responsibilities:

- Provides enterprise-wide, business-led support for business-and IT-related initiatives. Undertakes implementation planning, prioritization, resource assignment, progress monitoring, evaluation, re-allocation and termination of initiative items.
- Reviews performance criteria, measures and targets by which portfolio initiatives are evaluated. As required, the committee may advise that a particular program or asset should be subjected to an elevated risk assessment.
- Supports the development and sharing of innovation and best practices between agencies.

Individual responsibilities of committee members are defined in the appendix to this document.

Appendix
Roles and Responsibilities of EIC members and advisors

- Assistant Secretary for Administration and Management (Chair)
    - Serves as the Chair of the EIC. In that capacity s/he is accountable for the effective functioning of the committee.
    - Specific responsibilities include inviting and approving nominations for committee membership; announcing and convening committee meetings in compliance with the charter; chairing committee discussions; driving to binding decisions; ensuring that agreed decisions are effectively communicated and implemented.
    - Accountable for selecting program initiatives and ensuring that they receive adequate resources and managerial support.
    - Reports to the Secretary periodically, or at the Secretary's request, on the progress and achievements of the EIC.

- Chief Information Officer (Vice Chair)
    - At the request of the Assistant Secretary for Administration and Management, and by exception, serves as acting Chair for the EIC. In that capacity, s/he performs the roles and responsibilities normally assigned to the Chair of the committee.
    - When not operating as committee chair s/he has the roles and responsibilities of an agency head with responsibility for delivering IT infrastructure, common services, and/or customer service programs to other agencies and offices.
    - As CIO, performs the roles and responsibilities defined in the Secretary's orders and OMB mandates with regard to the direction and execution of IT policies.
    - CIO responsibilities relevant to the EIC include the delivery of Department-wide IT infrastructure, common services, customer service programs and department-wide applications.

- Chief Financial Officer
    - Ensures that all proposed enterprise acquisitions conform to Departmental, Congressional and OMB financial assessment requirements.
    - Chairs or delegates the chairing of workgroup assessments of proposals, including cash flows, cost / benefit analyses and risk assessments.

- Representatives of Agencies and Offices
    - Provide senior level mission-related business knowledge.
    - Coordinate and consult with senior policy and IT program managers within their agency or office to provide a balanced representation of the agency's enterprise needs and services.
    - Coordinate with their agency / office to commit adequate resources for the development and deployment of adopted initiatives.
    - Ensure that the risks and returns associated with the agency's needs for and/or provision of enterprise services are fully understood and matched to the Department's drive towards standardization, consolidation, process improvement, mission enhancement and cost savings.
    - Consider the Department as a whole when operating as a committee member.
    - Communicate the decisions and considerations of the committee to managers and staff of their parent agency, consistent with communication guidelines established by the committee.

- Regional Representatives of Agencies and Offices
  - Perform similar roles to those of all other agency and office representatives.
  - Additionally, they ensure that the needs and views of regional, field, and district employees are adequately considered.

- Small Agency Representative
  - One representative is appointed by the Chair to act on behalf of the smaller agencies.
  - Membership may rotate based on small agencies' interest and availability.

- Advisors
  - On request and authorization by the committee, they provide advice commensurate with their specific areas of expertise to the Chair of the committee, or if a workgroup has been appointed, to the Chair of the workgroup.
  - Act primarily on behalf of the Department as a whole rather than as a representative of their parent agency or office.
  - Advisors are not members of the committee. They attend committee meetings or portions of committee meetings only at the invitation of the committee Chair.

- Executive Secretary
  - Acts as a facilitator and parliamentary authority to the committee.
  - Manages all the committee's communications functions on behalf of the EIC chair.
  - Responsible for ensuring that all necessary analyses and submissions are appropriately drafted for the committee's consideration, and to translate the committee's recommendations into programmatic actions.
  - Ensures that all submissions and recommendations are aligned to the Departmental strategy, budget and funding.
  - Manages the Executive Secretariat.
  - Members of the Executive Secretariat are not members of the committee. Secretariat members may attend all committee meetings as observers unless directed otherwise by the Chair.

6