

Interagency Technology Policy and Coordination Committee Charter for the FiberNet Governance Group

<u>Subject</u> ITPCC FiberNet Governance Charter	<u>Charter Approved:</u> <i>Daniel P. Berlage</i>
<u>Originating Entity</u> Interagency Technology Policy and Coordination Committee (ITPCC)	<u>Effective Date/Revision Date</u> <i>Nov. 25, 2002</i>

SUMMARY: The FiberNet Governance Charter provides for a governance framework and process for interagency oversight and review of future deployment of FiberNet in the ITPCC agencies. It describes the scope of responsibility and procedures for strategic coordination and management oversight of the broadband services provided by FiberNet.

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BACKGROUND: Montgomery County has been deploying a fiber optic network (FiberNet) since 1995. Fiber optic connections have been established to all of the ITPCC agencies, except Washington Suburban Sanitary Commission (WSSC), which currently utilizes microwave-based technology.

The ITPCC engaged the services of a consultant in July 2001 to develop an interagency FiberNet Strategic Plan. On June 25, 2002 the ITPCC reviewed the findings and recommendations of the study. The ITPCC formally accepted the report and agreed that the creation of a formal interagency governance structure is necessary to ensure coordinate use of FiberNet as a source of broadband connectivity.

The Interagency FiberNet Governance Group is constituted to facilitate dialog and cooperation among the agencies for optimal use of FiberNet as one component of broadband technology solutions used by the agencies in support of mission objectives. FiberNet is not an exclusive solution to all networking requirements, but is an important component to be deployed as appropriate in support of agency missions. The agencies are committed as an interagency group to work for resolution of policy and technical issues associated with use of FiberNet, to oversee FiberNet operations and strategic development, and agree to cooperate to achieve workable solutions. Agencies agree to seek optimal use of broadband technologies in support of their agency missions. The agencies agree that policy and operational issues associated with FiberNet should be resolved within this decision structure framework. It is the intent of this agreement to preserve day-to-day operational control regarding FiberNet use within the agencies while jointly overseeing the operation and strategic directions of FiberNet itself within the Governance Group. An operational structure to achieve this will be a primary objective of the FiberNet Governance Group.

1.0 Authority

- 1.1 The County Council established the Interagency Technology Policy and Coordination Committee by Resolution No.: 12-1758 on July 26, 1994.
- 1.2 This Committee is empowered to create, promote, facilitate, and provide coordinated interagency policies and practices intended to enhance the use of technological innovations among and within the agencies of government in Montgomery County.
- 1.3 On June 25, 2002 the ITPCC Principals designated a special workgroup for the purpose of developing a FiberNet Governance Charter.

2.0 Administration

- 2.1 Preparation and Presentation of the Annual FiberNet Operational Plan. The Department of Technology Services (DTS) will lead the preparation and presentation of an annual FiberNet Operational Plan before the ITPCC CIO Subcommittee. The FiberNet operational plan will be based on sound engineering and business case analyzes.
- 2.2 Upon approval by the CIO Subcommittee the CIO Staff Subcommittee will present an annual FiberNet Operational Plan to the ITPCC FiberNet Governance Group.
- 2.3 Review of FiberNet Operational Plan. The ITPCC FiberNet Governance Group will review and approve the annual plan for deployment and operation of FiberNet among the ITPCC agencies in accordance with this Charter.
- 2.4 ITPCC FiberNet Governance Group. The ITPCC FiberNet Governance Group is composed of the same membership as the ITPCC Principals.
- 2.5 Meetings. The ITPCC FiberNet Governance Group will meet a minimum of once per year. Additional meetings may be convened at the discretion of the Chair. The annual meeting should be scheduled prior to the annual budget submission deadlines for the CIP and PSP budgets. The Montgomery County Office of Management and Budget (OMB) will establish the annual budget submission deadlines.
- 2.6 Quorum: A quorum consisting of the ITPCC Principal member from at least Montgomery County Public Schools, Montgomery College, Montgomery County Government, and Maryland-National Park and Planning Commission must be established for an issue to be decided.
- 2.7 Decisions. Decisions will be made by consensus. Consensus means unanimous for this Charter.
- 2.8 Lack of Consensus. Where consensus cannot be achieved below the Principals level, the issues will be presented to the Principals for discussion and resolution in the following manner. If consensus is not achieved by the Interagency Technical Advisory Groups (ITAGs) the decision process will pass to the CIO Staff Subcommittee for resolution. If consensus is not achieved by the CIO Staff Subcommittee, the decision process will be passed to the ITPCC FiberNet Governance Group (IGG) for resolution. If consensus is not achieved by the ITPCC FiberNet Governance Group, no decision will be rendered. The ITPCC FiberNet Governance Group will direct what steps, if any, will be taken in the event of no decision.

- 2.9 Voting Rights: Each member of the FiberNet Governance Group is allowed one vote on behalf of his/her respective organization.
- 2.10 Action Without a Meeting. Actions of the FiberNet Governance Group may be taken without a meeting if all voting members take the action. The action will be evidenced by written consents, whether executed manually or electronically.
- 2.11 Designation of the Chair. The FiberNet Governance Group will designate the Chair by majority vote. The Chair may designate a Vice-Chair to serve in instances of unavailability or incapacitation.
- 2.12 Reporting. As appropriate, the Chair will report the decisions and recommendations of the FiberNet Governance Group to the County Council.
- 2.13 Records. Transactions of public FiberNet Governance Group meetings will be recorded, in summary, and available to the public thirty days after approval by the Chair. Minutes of executive sessions will not be available to public inspection.
- 2.14 Charter Approval. The FiberNet Governance Charter will be approved only by unanimous approval of all Principal members of the FiberNet Governance Group.
- 2.15 Charter Amendment. This Charter may be amended only by unanimous approval of all Principal members of the FiberNet Governance Group. Any request to modify this Charter must be submitted in writing to the FiberNet Governance Group Chair.
- 2.16 Staff Support. [To be designated]. The designated staff support person will be responsible for scheduling and coordination of meetings, distribution of meeting agendas and materials, and records management.

3.0 Definitions

The words and phrases described below have the following meanings as used in this Charter:

- 3.1 ITPCC Agencies. The multiple governmental entities that comprise Montgomery County are: Montgomery County Public Schools (MCPS), Montgomery College (MC), Montgomery County Government (MCG), Maryland-National Park and Planning Commission (M-NCPPC), Washington Suburban Sanitary Commission (WSSC), and Housing Opportunities Commission (HOC). These are collectively referred to as the ITPCC agencies.
- 3.2 ITPCC Principals. The ITPCC Principals are represented by the following: Superintendent, Montgomery County Public Schools (MCPS); President, Montgomery College (MC); Chief Administrative Officer, Montgomery County Government (MCG); Chairman, Maryland-National Park and Planning Commission (M-NCPPC); General Manager, Washington Suburban Sanitary Commission (WSSC); Executive Director, Housing Opportunities Commission (HOC); Staff Director, Montgomery County Council (Council).
- 3.3 ITPCC CIO Staff Subcommittee. The ITPCC CIO Staff Subcommittee reports to the ITPCC Principals. It consists of representatives from each member agency who hold either the title or role of a Chief Information Officer (CIO).
- 3.4 ITPCC FiberNet Governance Group (IGG). The voting members of the FiberNet Governance Group are the ITPCC Principals. The Staff Director, County Council is a non-voting member.
- 3.5 Interagency Technical Advisory Group (ITAG). The ITAG consists of designated subject area experts consisting of agency staff and outside resources as

appropriate who will provide analysis and advice to the CIO Staff Subcommittee in the areas of technical recommendations, fiscal recommendations, and policy recommendations. An individual may be designated to serve in multiple areas. The individuals assigned to an ITAG group should have authority to speak on behalf of their agency. ITAG groups will meet as required to perform tasks directed by the Chair of the CIO Staff Subcommittee with consensus of the CIO Staff Subcommittee.

- 3.6 FiberNet. A County owned fiber optic network providing high bandwidth data, voice and video capabilities to the agencies of Montgomery County government as described in Capital Improvements Project Description Form, PDF #509651, of the Approved Capital Improvements Program (CIP). The PDF is incorporated by reference herein.
- 3.7 Montgomery County FiberNet Strategic Plan, June 12, 2002. The strategic planning study completed by PrimeNet for the ITPCC on June 12, 2002. The study was accepted by the ITPCC on June 25, 2002. Finding and recommendations from the study are incorporated by reference herein.
- 3.8 Service Level Agreements (SLAs). Contracts or agreements for guaranteed agency specific levels of service negotiated between each ITPCC agency and the FiberNet service provider. The SLAs will comply with any general guidelines and requirements specified by the ITPCC FiberNet Governance Group (IGG) and will be reviewed by the CIO Staff Subcommittee and the IGG as requested.
- 3.9 Wide Area Network (WAN). The interconnected broadband telecommunications components and services providing data, voice, and video services, both leased and owned, to the ITPCC agencies of Montgomery County.

4.0 Scope of Responsibilities

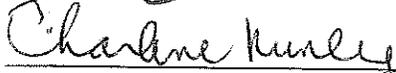
- 4.1 ITPCC FiberNet Governance Group (IGG)
 - 4.1.1 Provide approval and policy guidance concerning strategic planning goals and objectives for future interagency deployment and utilization of FiberNet after review of the recommendations of the CIO Staff Subcommittee, as supported by findings of the Interagency Technical Advisory Group (ITAG), and any other entities designated by the CIO Staff Subcommittee for this purpose.
 - 4.1.2 Recommend that each ITPCC Agency establish Service Level Agreements (SLAs) between the agency and the FiberNet service provider, as appropriate.
 - 4.1.3 Review technical, fiscal, and policy recommendations from the ITPCC CIO Staff Subcommittee to inform decisions regarding utilization of FiberNet in the ITPCC agencies.
 - 4.1.4 Meet at least annually to provide an interagency review and approval of the annual operational plan for deployment and utilization of FiberNet in the ITPCC agencies, and a review of SLA issues as appropriate.
 - 4.1.5 Complete the annual review prior to budget submission deadlines if possible.
- 4.2 ITPCC CIO Staff Subcommittee
 - 4.2.1 Designate and task Interagency Technical Advisory Groups (ITAG) to advise the CIO Staff Subcommittee regarding matters related to technical, fiscal, and policy aspects of FiberNet utilization by the ITPCC agencies.

- 4.2.2 The CIO Staff Subcommittee will review the annual FiberNet deployment plans; assess the interagency fiscal impacts, review the business case justifications, and examine policy issues with interagency impact such as FiberNet charge back or major infrastructure upgrades.
- 4.2.3 The CIO Staff Subcommittee will review recommendations of the Interagency Technical Advisory Groups (ITAG) and report to the IGG.
- 4.2.4 The CIO Staff Subcommittee will comment and provide recommendations to the IGG as requested.
- 4.2.5 Agency CIOs will designate and assign appropriate subject area expert staff for the Interagency Technical Advisory Groups (ITAG) as required.
- 4.2.6 Agency CIOs will negotiate and prepare a SLA between their agency and the FiberNet service provider as appropriate.
- 4.2.7 The CIO Staff Subcommittee will provide an annual review of SLAs to the IGG if requested.
- 4.2.8 The CIO Staff Subcommittee will assist with preparation of the annual operational plan for the IGG.
- 4.3 Interagency Technical Advisory Group (ITAG)
 - 4.3.1 The ITAG will be composed of designated interagency representatives with subject expertise as appropriate to advise the CIO Staff Subcommittee on matters of FiberNet utilization.
 - 4.3.2 The ITAG may be supplemented by outside resources as required.
 - 4.3.3 The ITAG will perform analysis and special tasks to provide technical, fiscal, and policy analysis and recommendations to the CIO Staff Subcommittee as requested.
 - 4.3.4 The Agencies will provide staff to ITAG groups with appropriate expertise needed to accomplish the directives of the Governance Group.
 - 4.3.5 Special workgroup team leaders will be selected from among the membership of the group and will be responsible for ensuring completion of the workgroup tasks.
- 5.0 Miscellaneous
 - 5.1 Acceptance. This Charter takes effect upon ratification by the ITPCC Principals and the signature by the Chair, FiberNet Governance group.
 - 5.2 Amendment. Proposed amendments of this Charter will be transmitted in writing to the Chair. The Chair will convene a meeting of the IGG to consider the proposal.
 - 5.3 Agency Flexibility. Agencies will have flexibility, against a defined standard, to select, procure, and install user site equipment.
 - 5.4 Establishing Priorities. The ITPCC FiberNet Governance Group will review and establish priorities annually.
 - 5.5 Priority Items. The ITPCC FiberNet Governance Group designates the following topics as high priority for resolution:
 - 5.5.1 FiberNet Charge back Policy
 - 5.5.2 FiberNet Core Technology, protocols, software and equipment--strategy, timeline, and cost for upgrade, replacement, and maintenance.
 - 5.5.3 A structure and procedure for consideration and coordination of operational management issues at both agency and countywide levels will be designated.

Reviewed and accepted:



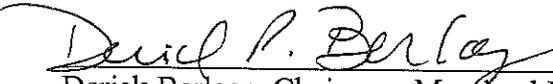
Dr. Jerry West, Superintendent of Schools, Montgomery County (MCPS) date 11/18/02



Dr. Charlene Nunley, President, Montgomery College (MC) date 11/18/02



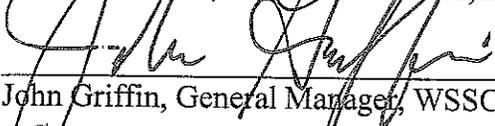
Bruce Romer, Chief Administrative Officer, Montgomery County (MCG) date 11-18-02



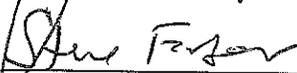
Derick Berlage, Chairman, Maryland-National Capital Park and Planning Commission (M-NCPPC) date 11/25/02



D. Scott Minton, Executive Director, Housing and Opportunities Commission (HOC) date Nov 18, 2002



John Griffin, General Manager, WSSC, and Chair of the ITPCC date 11/18/02



Steve Farber, Staff Director, Montgomery County Council date 11/18/02
