U.S. Nuclear Regulatory Commission

Information Technology/Information Management Board

July 2015

Revision History

Date	Summary of Changes	Author
01/2014	Update based on new governance roles and responsibilities and creation of the Architecture Council	Houman Rasouli, Roger Doornbos
5/2014	Update based on review comments from ITB/IPEC members	Houman Rasouli, Roger Doornbos
06/2014	Update based on new voting members	Houman Rasouli, Roger Doornbos
04/2015	Update based on new voting members	Menelik Yimam, Roger Doornbos
07/2015	Reformatted in alignment with IPEC Charter; no changes to content	

**Charter for the U. S. Nuclear Regulatory Commission
Information Technology/Information Management Board**

Table of Contents

I. PURPOSE

The Information Technology Information Management Board (ITB) is a governance body established by the U.S. Nuclear Regulatory Commission's (NRC's) Chief Information Officer to review and recommend changes to the agency's IT Portfolio based on the NRC's mission and business needs. The ITB provides functional oversight of the Architecture Council (AC) in collaboration with the CIO, Deputy CIO, and the IT Portfolio Executive Council (IPEC). The board also reviews new proposals and current IT investments and assigns corrective actions to ensure alignment with the IPEC priorities, agency's strategic direction and budget, ability to integrate into the NRC's IT architecture, conformance with technology standards, and potential risks to the NRC environment.
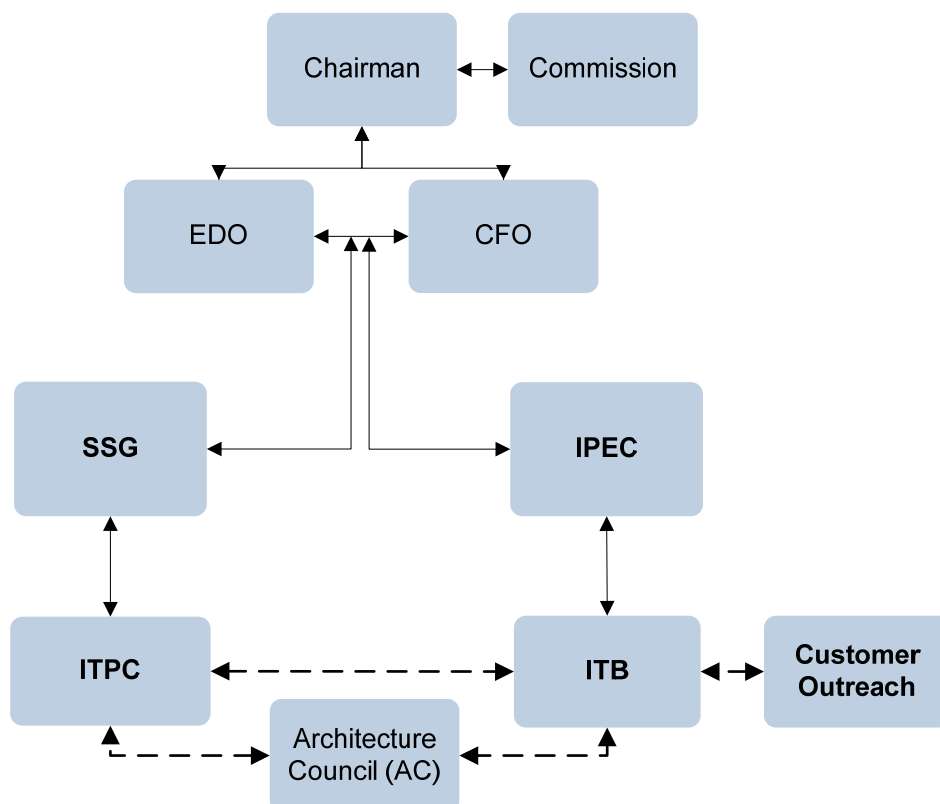
The mission of the ITB is to align IT investments and technology standards with the NRC's strategic plan and architecture portfolio; provide resource, investment, and priority recommendations to IPEC; and to ensure that IT investments are made according to the agency direction set by the IPEC.

II. Relationship to Other Committees and Groups

- ITB ensures that the agency's IT direction, value, and risk tolerance as set by the IPEC are followed and executed by all investment/component owners throughout the NRC.

- ITB will receive the agency's new IT business needs through the Change Request (CR) process. CR process is managed through the OIS Customer Service Division, Customer Outreach Branch.

- ITB may commission technology and/or business process review by the Architecture Council to analyze business needs and challenges that may be solved through IT solutions. As a result, ITB will make its funding recommendations and approval based on the AC's technical recommendations.
- ITB will inform the IT Portfolio Council (ITPC) of new IT solutions that may require new acquisition planning.

  (ITB's roles and responsibilities are further discussed in Section IV)

III. MEMBERSHIP

A. Voting Members

The ITB is co-chaired by the Office of Information Services (OIS) Investment and Program Management Branch (IPMB) Branch Chief and a Program Office Representative rotated on a biennial basis. Voting members are expected to attend every meeting or send a designated representative to vote on their behalf. The membership is as follows:

Voting Members	Office
IPMB Branch Chief, Co-Chair Yimam, Menelik	OIS
Program Office Representative, Co-Chair [two year term] Roger Doornbos	Region III
PMDA/ITT Team Leader, Richard Ellsbury	ADM
CSO Deputy Director, Jonathan Feibus	CSO
FSME Representative Joel Bristor	FSME
PBPA/HCIT&AMB Branch Chief, Richard Kristobek	NMSS
DARR/POB Branch Chief, David Curtis	NRO
NRR Representative, Melissa Ash	NRR
NSIR Representation, Kevin Williams	NSIR
DC/FSYSB Branch Chief, Mathew Grow	OCFO
OCHCO Representative, Brendan Cain	OCHCO
PMDA/ITIB Branch Chief, Tom Kardaras	RES
DRM/IRB Branch Chief, Michael Dean	Region I
DRMA Deputy Director, Russell Ficken	Region II
DRMA/IRMB Branch Chief, Harold McKelvey	Region IV

B. Advisory Members

Advisory members are non-voting members who work in partnership with the program managers and provide advice to the ITB in their respective areas. Advisory members attend every meeting as consultants to ITB.

Advisory Members	Office
PIB Branch Chief, Bill Szyperski	OIS Solution Development Division (SDD)
ISPB Branch Chief, Edwin Leong	OIS/IT/IM Portfolio Management and Planning Division
SEB Branch Chief, Michael Williams	OIS/Operations Division
COB Branch Chief, Antony Calvo	OIS/Customer Service Division
CAB Branch Chief, Joseph Widdup	ADM/AMD
OCHCO/ADHRTD/TTC, Joe Lawson	TTC
Branch Chief, Alesha Bellinger	ACRS/PMDA
Senior Level Advisor to the Secretary of the Commission, Andrew Bates	SECY
Program Specialist, Erin Deeds	SBCR /SBOCD

III. RESPONSIBILITIES

ROLES AND RESPONSIBILITIES

A. Role of the ITB

The ITB has the following roles:
1. ITB will review, approve, or reject new IT Investments. To do so, ITB will take the following actions:
    a. Review new IT business needs and challenges to ensure alignment with the agency's overall strategic plan. Business needs that are aligned will be further analyzed for technical and financial feasibility. Those needs that do not align with the agency's strategic plan and/or IT architecture portfolio will be returned to the requesting business partner for development of a stronger business need or withdrawal.
    b. Work through the Architecture Council (AC) to develop new technical and/or business process improvement proposals for those business needs approved by the ITB.
    c. Review AC's technical and/or business process proposal to ensure financial feasibility. If determined to be financially infeasible, proposal will be returned to the requesting business partner for reevaluation or withdrawal.
    d. Provide ITB recommended IT investment to the IPEC for approval.

2. ITB will review, analyze, and prioritize IT Investments and resources for IPEC approval. As part of this process, ITB will make its priority decisions based on the criticality of the business need, the ability to execute, and the availability of resources. To do so, ITB will take the following actions:
    a. Schedule and conduct working meetings to finalize the priority of investment activities and resources received from the Investment and Program Management Branch.
    b. Office/Regional ITB representatives will work with their stakeholders to communicate priorities proposed by the ITB and collaborate agreement
    c. Finalize the list of ITB-recommended IT investment priorities and submit to IPEC for recommended approval.

3. ITB will review IT investment performance metrics and take corrective actions to ensure alignment with defined business needs and investment goals. To do so, ITB will take the following actions:
    a. Schedule quarterly status updates and annual control phase reviews on major IT investments as identified by the NRC Office of Management and Budget Exhibit 300s.
    b. Host status updates and control phase review briefings.
    c. Based on the investment's performance, assign corrective and/or mitigation actions to the investment owner (i.e., recommend suspension or cancelation of IT Investment to IPEC based on priority changes, heightened risk profile, excessive costs, etc.).

d. Track and follow up on all assigned action items to ensure proper and the timely execution.

B.   Responsibilities of the ITB Co-Chairs

The co-chairs are responsible for the following:

1.   planning and presiding over meetings and virtual voting activities,

2.   participating in the IT/IM Portfolio Council (ITPC) and Architecture Council

3.   obtaining agreement among voting members,

4.   overseeing the ITB governance process to ensure resource alignment and execution of activities, and

5.   meeting compliance requirements.

C.   Responsibilities of ITB Voting Members

The ITB voting members are responsible for the following:

1.   reviewing new and existing IT investments to ensure the investment is meeting its business needs in the most efficient and effective manner, and that the agency's resources are prioritized to meet the highest mission critical IT needs. It is important for all parties involved in decisions to try and reach consensus to ensure buy-in, accountability, and responsibility.

2.   attending meetings and actively participating in discussion and decision-making activities,

3.   performing reviews and contributing to the ITB action within agreed-upon schedules and terms,

4.   aligning recommendations with IPEC priorities and technology directions, and

5.   upholding, supporting, and communicating ITB recommendations and decisions within their organizations and to other stakeholders.

D.   ITB Advisory and Non-voting Members

Nonvoting members are subject matter experts (SMEs) who support and advise voting members from each corporate support and business area. Based on meeting agenda content, voting members may invite SMEs to support them.

Nonvoting members also include advisors to the ITB who provide guidance on Federal mandates,

as well as on policies and processes relating to records management, acquisitions, security, project management, and enterprise architecture. They advise voting members on effects to the agency infrastructure; technical feasibility of proposed projects; impacts and integration with current and future IT architecture; conformance to defined standards; interrelationship of IT projects; and the reasonableness of project cost estimates.

E. Meeting Absence

In the event an ITB voting member cannot attend a meeting, he or she may designate an office representative to cast proxy votes during the meeting on his or her behalf, or the voting member can vote in advance of the meeting using a virtual vote. If the voting member names a delegate the voting member must notify the meeting support team or the co-chairs in advance of meetings.

F. Responsibilities of the ITB Secretariat and Support Team

With the co-chairs, the ITB secretariat and support team are responsible for:
1.   scheduling meetings,

2.   establishing the agenda,

3.   providing supporting staff as required to perform preprocessing analysis,

4.   working with the AC and OIS to prepare for ITB reviews,

5.   planning, preparing, and conducting meetings,

6.   recording and distributing meeting minutes and updating agency information repositories and technology plans, and

7.   communicating ITB decisions and recommendations to appropriate stakeholders.

I. **METHODS AND PROCEDURES**

A. **Meetings**

The ITB shall meet bi-weekly or as often as necessary to accomplish its purpose. The ITB meeting will proceed with voting if a quorum (majority of voting members) is present or represented; and the vote will be recognized by all members as valid.

B. **Virtual Votes**

For technology Change Requests the ITB support team will send an e-mail to all ITB voting members requesting virtual votes by a specified due date; normally, voting is open for 5 business days. The ITB support team will send a follow-up e-mail 2 days before the due date to voting members who have not provided their vote. Voting members may request an extension or respond with additional questions during the review period. After the voting period closes, a lack of a response from a voting member is considered as a vote of Abstention.

C. **Voting Rules**

Each ITB voting member can cast one vote of Approve, Reject, or Abstain, either by e-mail or at the ITB board meeting. An Approve decision requires a majority of Approve votes. The co-chairs may escalate input from the ITB and significant areas of concern to the IPEC or other committees for resolution.

Approve vote: Can be submitted with standard conditions and with additional conditions to standard conditions. Standard approval conditions apply to all approvals and may include additional specific limitations when additional controls are needed.

Reject vote: Must include a reason or cause for concern that cannot easily be resolved (e.g., a significant issue is or will be present if the request is approved).

Abstain vote: A decision to decline to vote based on limited expertise or office interest in the subject technology area.

D. **Meeting Minutes**

The ITB secretariat or staff prepares and distributes the SharePoint link to the draft meeting minutes to the members electronically through internal e-mail. Members may provide comments or corrections to the minutes within 5 business days after an ITB meeting. Final minutes will be stored as permanent records in the Agencywide Documents Access and Management System for internal NRC viewing and possible distribution to oversight authorities upon request without further approval by the ITB members.

E. **Communication**

An email will be sent to members that will include a SharePoint link that will allow members access to meeting invitations, meeting minutes, agendas, review packages, and other meeting appropriate documentation and information. Decisions are communicated and distributed for updating other agency repositories and strategic documents, including the following:

- TRM: Agency repository of current and target technology and service standards
- IT/IM Roadmap: Agency IT/IM transition plan for the next 3 years
- IT System Inventory: Agency IT/IM portfolio of investments