

**U. S. DEPARTMENT OF ENERGY
OFFICE OF SCIENCE**



ENTERPRISE ARCHITECTURE PROGRAM

ENTERPRISE ARCHITECTURE COUNCIL

CHARTER

**Version 1.0
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SC Enterprise Architecture Program Enterprise Architecture Council Charter

Version 1.0
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CHANGE CONTROL

Changes to the document body, addendums, and appendixes are subject to documentation and versioning in the following page(s). Significant changes are noted with a full number increase in the version.

Version	Revision Date	Author and Contact Information	Summary of Changes
Draft	12-04-2006	G. W. Davis; wesley.davis@ch.doe.gov	Initial draft.
1.0	01-16-2007	G. W. Davis; wesley.davis@ch.doe.gov	Draft completed

MISSION OF THE SC-EAC

The Office of Science (SC) Enterprise Architecture Council (SC-EAC) is an administrative committee chartered to the oversight and guidance of the Office of Science (SC) Enterprise Architecture (EA) Program and stewardship of the office's enterprise IT assets.

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SC-EAC MEMBERSHIP

The SC-EAC is composed of the following management positions from the listed organizational elements:

Senior Information Officer, Headquarters, Office of Science (HQSC-SIO)

Information Technology Services Manager, Headquarters, Office of Science (HQSC-ITSM)

Chief Information Officer, Office of Scientific and Technical Information (OSTI-CIO)

Chief Information Officer, Oak Ridge Office (ORO-CIO)

Chief Information Officer, Chicago Office (SCCH-CIO)

Chief Architect, Office of Science (SC-CA)

SC-EAC MEMBERSHIP ROLES AND RESPONSIBILITIES

SC-EAC Committee

- The SC-EAC members are appointed by appropriate Office of Science Senior Management.
- The SC-EAC acts as a body with no specific roles assigned to the committee membership.
- The SC-EAC may establish subcommittees and working groups as appropriate.
- An SC-EAC member, unable to attend a meeting, may designate a representative to attend the meeting in their absence.

SC-EAC Chairperson

- The Senior Information Officer, HQSC will hold the position of Chairperson.
- The SC-EAC Chairperson conducts and facilitates all SC-EAC meetings.
- The SC-EAC Chairperson ensures that the SC-EAC charter is strictly abided by and the committee mission and objectives are fulfilled.
- The SC-EAC Chairperson may assign research, investigations or deliverables to members of the committee.
- The SC-EAC Chairperson is responsible for the communication of all appropriate information and statuses to the appropriate HQSC elements and individuals.

OBJECTIVES OF THE SC-EAC

The SC-EAC is the principle advisory and leadership board for the Office of Science Enterprise Architecture Program and is chartered with the following direct objectives:

General

- Establish, facilitate, implement and maintain a comprehensive office-wide Enterprise Architecture Program in accordance with the Clinger-Cohen Act of 1996.
- Ensure the integration of IT strategic planning, capital investment and security management into the SC EA program in a manner that supports the Office of Science mission.
- Identify opportunities for and facilitate collaborative approaches to IT initiatives and assets to maximize the efficient use of knowledge, data and resources.
- Ensure that applied enterprise architecture is driven by the core IT principles of data usability, increased applications shareability, reduced systems redundancy, and reduction of investment and operating costs.

Compliance and Communications

- Understand and incorporate OMB, DOE and SC enterprise directives, orders, memorandum and guidance into the SC EA Program.
- Inform, promote, guide and assist in the propagation and application of compliant enterprise architecture throughout the Office of Science and utilize enterprise best practices.
- Provide a forum for lessons learned regarding enterprise IT issues, technologies and other pertinent matters of interest to the office, the SC enterprise program and other SC EA committees.

Office of Science

- Stay continually focused on the mission and purpose of the Office of Science when evaluating or creating enterprise structures.
- Support and enhance the science and research missions of the Office of Science when overseeing and leading the creation of improved IT infrastructure and software.
- Ensure that the Office of Science enterprise structures have standardized, useable data from which accurate enterprise analysis can be easily obtained and used by the Office of Science and throughout the Department of Energy.

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OBJECTIVES OF THE SC-EAC - *Continued*

SC EA Program Management Team

- Provide enterprise guidance and leadership to the SC Enterprise Architecture Program Management Team (SC-EAPMT).
- Assist the SC CA and SC-EAPMT in the assignment of work products to the SC-EAWG.

SC EA Working Group

- Provide enterprise guidance and leadership to the SC Enterprise Architecture Working Group through the SC CA and SC-EAPMT.
- Serve as a review and approval authority for the work products produced by the SC-EAWG.

SC-EAC MEETING PROTOCOL

General Protocol

- The SC-EAC will meet on a monthly basis.
- All major discussions, decisions, deliverables, statuses, committee requests, request of the committee to the PMT are to be recorded in the meeting minutes.
- Each meeting of the SC-EAC will adhere to the following agenda:
 1. Meetings will be called to order by the SC-EAC Chairperson and one member is chosen to take the minutes of the meeting.
 2. The completed meeting attendance sheet is recorded and a complete attendance, quorum attendance (two-thirds of the membership) or non-quorum attendance is recorded.
 3. The first order of business is the request for feedback on or corrections to the minutes of the prior meeting.
 4. The second order of business is the review of and status reporting on all active committee enterprise projects.
 5. The third order of business is the introduction of new enterprise assignments from the SC Chief Architect through the enterprise Program Management Team and their assignment by the chairperson to appropriate committee members.
 6. The fourth order of business is the Chairpersons invitation for open discussion by the membership.
 7. The fifth order of business is the request for and concurrence by the membership of the meeting adjournment.
- Special meetings of the SC-EAC may be requested of the Chairperson by any member of the committee. Only the committee chair can approve or deny a special meeting request.

SC-EAC MEETING PROTOCOL - *Continued*

Voting Protocol

- All resolutions, position statements, recommendations or other actions determined by the committee shall be by majority vote from a complete or quorum membership attendance.
- In the event of a tie vote, the Chairperson will cast the deciding ballot.
- Dissenting positions on a resolution, position statement, recommendation or other decision voted upon and ratified by the committee will be entered into the minutes.
- In the event a member is unable to be present at a meeting during which a resolution, position statement, recommendation or decision is to be presented for a vote, the member may vote by proxy or empower a designated, attending representative to vote in their absence.