

EXECUTIVE ORDER NO. 01 – 25
Amends Executive Order EO 00-30

ELECTRONIC GOVERNMENT

Electronic government both enables and requires rethinking how government is organized from the view of the citizen. It also requires rethinking the functions that government performs to serve the needs of its citizens.

An electronic government system based on customer demands rather than agency jurisdiction will lead to a more intuitive and efficient process of government-provided services, where information is collected once and government functions are integrated. Doing this well requires a focus on the government's relationship with the public and recognizes citizens as real stakeholders. It will also raise citizen expectations of their government.

Electronic technologies, utilizing the Internet and World Wide Web, promise to enable Oregon citizens and businesses to exchange information, transact business, receive government services, and more effectively participate in government debate.

The State of Oregon Enterprise Information Technology Strategy (1998) was implemented by Executive Order 99-05, directing:

- That Oregon public agencies seek to utilize information technologies to meet enterprise-wide needs on a priority basis; and
- That agencies and branches of state and local governments work in collaboration to recognize the need to promulgate and pursue the implementation of common standards in enterprise network, systems and applications as described in the *State of Oregon Information Technology Standards Directory*.

The Department of Administrative Services has developed a policy (DAS-03-27) to guide the development of electronic commerce and government transactions by all state agencies utilizing the Internet and World Wide Web.

The 1999 session of the Oregon Legislature approved through budget processes the funding of e-government through the Information Resources Management Division (IRMD) within the Department of Administrative Services. The IRMD is charged with coordinating and facilitating the use of Internet-based information technology by public agencies to deliver information, services, and electronic access to citizens and businesses. IRMD continues to report their progress through status reports per section 9 of this Executive Order.

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These services must be delivered in an efficient, user-friendly manner, and facilitate citizen access and customer satisfaction.

The Electronic Commerce Policy Committee of the Information Resources Management Council has completed a “*Electronic Commerce In Oregon Policy Briefing Paper*,” which provides technical and policy advice on matters relating to the requirements for successful use of Internet technology by state agencies.

THEREFORE, IT IS HEREBY ORDERED AND DIRECTED:

1. The Department of Administrative Services, through the IRMD, shall work closely with all agencies and branches of government and institutions of higher education in developing and supporting the most effective and cost efficient means of providing information, delivering services, and promoting the participation in government processes utilizing the Internet and World Wide Web. The Department shall facilitate for all agencies, including branches of government and institutions of higher education, the sharing of resources, applications, application service provisioning, and common systems in the accomplishment of the Executive Order.
2. State agencies planning to utilize the Internet or World Wide Web to deliver information services will give priority to Enterprise Strategy's goals of open access and free information to private citizens, including new forms of citizen participation in government activities. This can be accomplished while pursuing new-cost, value-added services to citizens and businesses.
3. The Department of Administrative Services will lead an effort to produce standards for agencies to assess the impact of Web applications on the Wide Area Network (WAN). Agencies will participate in standard setting; and upon adoption of the standards by the Governor's Information Technology Roundtable, agency heads will certify, in writing, that their agency meets the standard. All applications designed for delivering Internet and Web-enabled financial and non-financial services to other agencies, businesses and citizens shall be reviewed by agencies based on standards to determine their impact on resources provided by the State of Oregon Enterprise Network (SOEN), and SOEN related network services. Such impacts take into consideration the following:

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- a) Quality of service components required for the delivery of time-critical financial transactions;
 - b) Capacity planning associated with the state's connection to the Internet (Transit);
 - c) Capacity planning associated with the state's arrangements with private Internet Service Providers within the state (Peering);
 - d) Determining the impact on resources within the Department of Administrative Services' General Government Data Center, including resources needed to provide secure financial transactions; and,
 - e) Assuring that the applications are adequately secured in conformance with state policy and standards.
4. It is envisioned that all state agencies planning the utilization of the Internet or World Wide Web for the conduct of financial transactions, or the delivery of non-financial services to citizens and businesses, will complete and document an "E-Government Readiness Assessment." The white paper "E-Government Strategic Planning" developed by the National Electronic Commerce Coordinating Council will be used as a guide. The Department of Administrative Services will lead an effort, in concert with state agencies, to develop the E-Government Readiness Assessment tool. This information will be maintained by the Information Resources Management Division of the Department of Administrative Services.
5. Upon formal adoption of risk and security standards by the Governor's Information Technology Roundtable, all applications of Internet or Web-enabled financial services offered by agencies and offices must meet or exceed performance of those adopted policies and standards, with technical assistance and ongoing coordination of such standards to be provided by DAS IRMD and the Oregon State Treasurer.

Until then, agencies will utilize prudent business practices to align their processes with the spirit of this Order. For instance, agencies planning to utilize, or who are actually utilizing the Internet or World Wide Web for the conduct of financial transactions or the delivery of services to citizens and businesses must certify, in writing, that the agency has met the Department of Administrative Service's security policies and standards for conducting financial transactions over the Internet or the World Wide Web. The current policy on electronic commerce in Oregon State Government is extended to the implementation date for the payment processing solution. This action will continue to address the desire for a consistent look and feel to the online electronic government application, and the formulation of a uniform set of both system standards and business policies and practices.

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6. The DAS IRMD shall develop, implement, and maintain a unified state government Web site, which is designed to provide citizens and businesses with secure, reliable, and convenient access to the information, services, and transactions offered by state agencies and branches. To be called "Oregon.gov" as to represent the purpose of the site and provide a path to its location, the coordinated site shall be hosted in the General Government Data Center and distributed through the State of Oregon Enterprise Network.

In all cases, the agencies and branches shall retain control of the underlying business processes located at Oregon.gov. All applications utilizing or enabling financial transactions must meet enterprise security standards.

7. In order to achieve the purposes of this Executive Order, all agencies should have completed an analysis of the legal, policy, and other limitations that may affect their conduct of electronic government not later than March 1, 2001. Such an assessment should include, but not be limited to, state and federal laws that do or may affect such transactions: privacy, confidentiality, funding, authentication, digital signature, accessibility, security, and fees.

The Department of Administrative Services shall be responsible for the coordination of this activity, working with the Department of Justice and agencies, with the Department of Administrative Services securing clarification of all common, enterprise-wide issues affecting agencies and individual agencies responsible for completing the analysis of rules, laws or policies uniquely applicable to them.

8. The Department of Administrative Services shall develop a policy governing the utilization of unauthorized software applications by state government agencies to protect the intellectual property of the owners of such applications and as a necessary measure to provide security from non-compliant applications operating within agencies on the State of Oregon Enterprise Network or at the General Government Data Center.

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9. The Governor's Information Technology Roundtable shall provide leadership for implementing this Order, and the State's Chief Information Officer shall provide status reports to the Office of the Governor, State Treasurer, the Secretary of State, and the Joint Legislative Committee on Information Management and Technology on January 1 of each year following the effective date of this Order, so long as this order remains in effect.

Done at Salem, Oregon this 1st day of November 2001.

/s/ John A. Kitzhaber
John A. Kitzhaber, M.D.
GOVERNOR

ATTEST:

/s/ Bill Bradbury
Bill Bradbury
SECRETARY OF STATE