National Institutes of Health
Steering Committee Information Technology Working Group
Charter

Purpose: The National Institutes of Health (NIH) Information Technology Working Group (ITWG), established by the NIH Director as part of the NIH Steering Committee, provides governance and oversight on NIH IT management issues. The ITWG is advisory to the NIH Director, NIH Steering Committee, and NIH Chief Information Officer (CIO).

Background: The ITWG serves as one of several functional working groups of the NIH Steering Committee, the governance body of the NIH. Governance is the overall framework established by the NIH director to develop NIH-wide strategic direction, exercise stewardship over resources, and provide management oversight. IT governance involves decision rights, decision-making, and related input and accountability. Leadership and participation of IC senior management fosters the collaborative identification of corporate issues and a transparent decision-making process. Specific NIH-wide issues considered through the governance process could be long-term and strategic, such as setting priorities and policy directions, or short-term and tactical, such as resource allocations.

Function: As an advisory group to the NIH Director, NIH Steering Committee, and NIH CIO on IT management, the ITWG establishes governance over the five IT Domain Areas below, representing the areas where decisions need to be made at the intersection of business and information technology.

- IT Principles Domain – includes alignment of IT to the mission of the NIH, corporate policies and oversight of the use of IT, and determination of ownership of IT initiatives.

- IT Infrastructure Strategies Domain – includes the IT "public utility" and secure, robust, and manageable common services

- IT Architecture Domain – includes data standards and application standards

- Business Application Needs Domain – includes all enterprise, non-scientific administrative, grants/extramural, and Intramural IT systems

- IT Investment and Prioritization Domain – includes funding mechanisms and priorities

The ITWG may call upon special consultants, assemble ad hoc sub-groups, and convene conferences, workshops, or other activities. Ad hoc participants will be selected to ensure appropriate input from the NIH community.

Structure

Membership: The ITWG is composed of the following members appointed by the NIH Director:

Co-Chairs:
    IC Director
    NIH CIO

Members:
    Institute Representative
    Institute Representative
    Institute Representative
    Deputy Director for Management (non-voting on funding issues related to Administrative IT)
    Deputy Director for Extramural Research (non-voting on funding issues related to Extramural IT)
    Deputy Director for Intramural Research (non-voting on funding issues related to Intramural IT)
    Director, Center for Information Technology (non-voting on funding issues related to CIT)

Domain Area Committees: The ITWG will establish governance for each of the following IT domain areas via the following committee structures.

- IT Infrastructure Strategies Domain
  - Infrastructure Steering Committee, chaired by an IC CIO (Program Official is CIT Director)

- IT Architecture Domain
  - IT Architecture Review Board, chaired by an IC Representative (Program Official is NIH Chief IT Architect)

- Business Application Needs Domain
  Represented by three steering committees for enterprise IT in the administrative, grants/extramural, and clinical information areas.
  - Extramural IT Steering Committee, chaired by an IC Representative (Program Official is Deputy Director for Extramural Research)
  - Administrative IT Steering Committee, chaired by an IC EO (Program Official is Deputy Director for Management)

o Intramural IT Steering Committee, chaired by an IC Representative (Program Official is Associate Director for Clinical Research)

- IT Investment and Prioritization Domain
  Represented by a working group that will work with the IT Working Group at large to make funding priorities and recommend mechanisms to support the funding.
    o IT Investment and Prioritization Working Group, chaired by an OD Budget Representative

The ITWG may establish additional standing and ad hoc sub-groups to perform special analyses or functions within the ITWG's purview.

Membership criteria: ITWG members, selected by the NIH Director or designee, are executive level managers who provide an NIH-wide perspective on corporate NIH IT issues. Membership is limited to principals only, without designation of alternates.

Quorum: A quorum for conducting business and making recommendations will consist of a simple majority of members.

Terms: The NIH Director will invite members to serve for terms not exceeding 3 years. In order to develop a working rotation, the initial members will serve for one year; at the end of the first year, members may be appointed for terms of an additional 3 years, 2 years, or 1 year. Members may serve after the expiration of their terms until successors have been appointed. At the expiration of a member's term, the Director may reappoint the member for an additional term, but no member may serve for more than two consecutive terms.

Support: The ITWG Co-Chairs will provide Executive Secretary and other support services to the ITWG.

Roles and Responsibilities:

- Co-Chairs
    o Conduct ITWG meetings
    o Report ITWG recommendations to the NIH Director, NIH Steering Committee, and senior management
    o Appoint the chairs of ITWG sub-groups
- ITWG Members
    o Attend meetings and participate in deliberations
- Executive Secretary
    o Establish agendas in consultation with the Co-Chairs and members
    o Establish meeting schedule and location
    o Prepare and distribute meeting schedules and minutes
    o Coordinate logistical services for the ITWG and sub-groups

Business Application Domain steering committees will establish separate charters and arrange for support services.

Modification of the Charter: The ITWG charter will be reviewed annually to ensure that it continues to define an appropriate mission and effective structure for advising the NIH Director and NIH Steering Committee.

Meetings: The ITWG will meet on a monthly basis. The Co-Chairs may also call additional meetings, as needed. Meeting participation will be limited to ITWG members and, at the Co-Chairs' discretion, to selected attendees; meeting attendance will be open unless otherwise stated.

Reports: Meeting minutes will serve as a record of ITWG activities and decisions, and will be posted on an NIH web site. The ITWG will determine when formal reports are necessary.

Approved:

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Director, National Institutes of Health   Date