

**CHARTER FOR
BUSINESS GATEWAY GOVERNANCE
July 21, 2005**

A. BACKGROUND

The Business Gateway project, one of the 25 E-Government initiatives, will significantly reduce the burden of government on businesses by helping them deal with government information collection requirements electronically. By helping businesses find, understand, and conduct business electronically with the government, particularly in the realm of governmental laws and regulations, we are creating a “single face of government” and breaking down the silo mentality that results in overlap and duplication. Focus will initially be on five regulatory areas (environment, health and safety, taxes, employment, and health care) and two highly regulated industries (trucking and coal mining). The Business Gateway is part of the government’s endeavor to fulfill the initiatives in the President’s Management Agenda and is a core element of the President’s policy on reducing the regulatory burden on small businesses.

B. CHANGE CONTROL PROCESS

SRA-Touchstone has developed the Change Control process outlined below to manage potential scope changes, assess impacts of the change, and communicate changes and next steps to the organization. The process steps outlined below effectively enables the Business Gateway Governance Board (BGGB) to oversee the strategy and milestones for Business Gateway, ensure partner agency consensus, provide executive sponsorship, and resolve interagency issues. In this way, each partner agency has an executive voice guiding this transformational initiative.

1. SRA-Touchstone/Program Management Office works closely with working groups to identify issues and conduct alternative analyses
2. Working groups come to a consensus on the recommendation for change to present to the Advisory Group
3. PMO presents the recommendation for change to the Advisory Group
4. Advisory group provides feedback and advises on next steps and additional research necessary
5. PMO follows up on Advisory Group advice
6. Advisory Group votes on the recommendation for change and comes to a consensus on the recommendation to the Governance Board
7. Governance Board votes on the recommendation and makes a Go/No-Go decision
8. PMO moves project forward based on the Governance Board’s Go/No-Go decision

C. RESPONSIBILITIES

The Advisory Group is not responsible for making decisions about major decisions: the Advisory Group is only responsible for advising the PMO on minor issues and for making recommendations to the Governance Board. In casting a vote on a decision, each member of the Advisory Board is not obligating her/her Agency to abide by the decision made, but merely making his/her Agency's recommendation to the Governance Board.

D. LOGISTICS

1. The Advisory Group will meet quarterly before each Governance Board meeting. More frequent meetings may be scheduled at the request of any member given the agreement of the board.
2. The Advisory Group will vote on key issues related to the Business Gateway Initiative.
 - i. A vote on an issue may be called by the Chair or by any voting member of the board.
 - ii. There will be one vote per partner agency.
 - iii. A simple majority vote will be required for approving a recommended action or position.
 - iv. For voting purposes, a minimum of eight (8) board members, or their designated alternates, constitutes a quorum.
 - v. If a partner agency is aware of a topic to be discussed in an upcoming meeting, it may give its proxy vote in writing to the Chair in advance of the meeting. Such a proxy vote shall be accompanied with an explanation of the agency's position and will be counted as part of the requirements for a quorum.
 - vi. Ex-officio members will not have voting privileges.
 - vii. At the discretion of the Chair, a vote via e-mail may be conducted after the scheduled meeting.