



BUSINESS GATEWAY GOVERNANCE CHARTER

Revised July 21, 2005*



1. Business Gateway: Background

The Business Gateway project, one of the 25 E-Government initiatives, will significantly reduce the regulatory paperwork burden of government on businesses by helping businesses deal with government information collection requirements electronically. Business.gov will provide a single access point for businesses to easily find governmental information, including forms and compliance resources and tools. 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 in response to the SBPRA of 2002.

2. Business Gateway Groups

Work Groups are comprised of subject matter experts, whose responsibilities include making recommendations to the Program Management Office (PMO) and Advisory Group. They provide a pool of resources around this area of interest, may have multiple deliverables during their lifespan, and hold regular meetings with the PMO to discuss their activities.

The Advisory Group manages the delivery of interdisciplinary work packages and makes recommendations to the Governance Board. The Advisory Group is responsible for maintaining the credibility of final work products by providing an internal review function, providing recommendations and contacts to the PMO for vetting, and continuously seeking to refine processes to increase credibility and buy-in for their work products. The Advisory Group is responsible for faithfully attending monthly meetings for accomplishing the aforementioned tasks.

The Governance Board will provide or be responsible for oversight, executive sponsorship, partner agency participation, and the development of a process for the delivery of partner agency resource contributions to the Initiative. The Board will also be responsible for developing a finance strategy and defining accountability and reporting requirements to be met by the PMO. Finally, the Board will vote on recommendations to go to the OMB E-Government Administration.

3. Change Control Process

BG PMO 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. BG PMO works closely with the **Work Groups** to identify issues and conduct alternative analyses
2. **Work Groups** come to a consensus on the recommendation for change to present to the **Advisory Group**
3. PMO presents the **Work Groups'** 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** makes recommendations for change to the **Governance Board** (*see below for voting procedure)
7. **Governance Board** votes on recommendations to communicate to OMB (*see below for voting procedure)

A. *Advisory Group*

1. The Advisory Group will meet monthly and discuss matters in order to make recommendations to the Governance Board.
2. These *recommendations* to the Governance Board do not constitute a Go/No-Go decision.

B. *Governance Board Voting Procedure*

1. The Board will meet quarterly. More frequent meetings may be scheduled at the request of any member given the agreement of the Board.
2. The Board will vote on key issues related to the Business Gateway Initiative. The vote will be a recommendation to OMB regarding the project.
 - 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 **fourteen (14) 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.

C. *E-Mail Voting Procedure*

These standard operating procedures address the voting by Governance Board members through e-mail. A vote by e-mail may occur as deemed necessary by the PMO.

1. Identification of item. Any issue to be voted on that the Governance Board members could not vote on during the regular meeting time period can be placed for voting by

members through electronic mail. The specified issue or item to be voted on must have a standardized response, e.g., multiple choice or yes/no.

2. Request for vote. A vote by electronic mail will be solicited by the PMO, upon approval by Governance Board members.
3. Voting agencies. There will be one vote from each standing member agency/department. One designated member will cast the vote through e-mail.
4. Vote Notification. The vote will be coordinated, through e-mail, through the Business Gateway Program Management Office, via a "Vote Notification." Vote notification e-mails will be sent to one designated member per agency, determined by the Governance Board members. The designated voting member will be listed in the vote notification e-mail.
5. Voting Period. Vote responses will be due one week after initial vote notification, or an alternate time-frame approved by Governance Board members as necessary. E-mail responses will be sent to the PMO.
6. Results. Results of the vote will be posted through e-mail one day after close of voting period. Results will include agency response and member submitting vote. The results will be e-mailed to all Governance Board members and designated alternates.

**The Business Gateway Governance Charter was revised on July 21, 2005 to clarify that the Advisory Group's role is to make recommendations to the Governance Board, rather than to make official votes. This revision also clarifies e-mail voting procedures. Changes to the charter are in blue.*