

Wage Record Interchange System Advisory Group Business Protocol/Charter

1. OFFICIAL DESIGNATION and ESTABLISHMENT

The Advisory Group of the Wage Record Interchange System (WRIS) is established pursuant to the WRIS Data Sharing Agreement, Section V. WRIS Governance (as amended April 9, 2008). The official designation is: Advisory Group.

2. OBJECTIVE, SCOPE AND RESPONSIBILITIES

The Advisory Group is established to provide a venue for communication, discussion of WRIS operations, recommendations for improvement, and other WRIS-related policy and operational issues. The Advisory Group will remain in place for the life of the WRIS Data Sharing Agreement (Agreement); or, until the Agreement is amended to remove or replace the Advisory Group.

The Advisory Group will provide advice to the member states and to the Assistant Secretary, Employment and Training, U.S. Department of Labor, through the Office of Performance and Technology, on the Wage Record Interchange System, the Data Sharing Agreement, and other related matters.

3. MEMBERSHIP

The Advisory Group shall consist of:

- a. Signatory states: Each state that is a party to the Data Sharing Agreement may designate up to two (2) representatives, who must be state employees of the state agency that holds wage data (SUJA) and/or the performance accountability and customer information agency responsible for coordinating the state program for assessing state and local program performance, and evaluating training provider performance under the Workforce Investment Act (PACIA), to represent its state on the Advisory Group.
- b. Employment and Training Administration, U.S. Department of Labor (ETA): ETA shall designate one (1) officer or employee as its sole member of the Advisory Group. Additionally, ETA shall provide up to five (5) staff to support the Advisory Group as part of ETA's roles and responsibilities.
- c. Operations Contractor: The WRIS Operations Contractor will be invited to participate in the Advisory Group meetings, but will not be an official member of the Advisory Group.

d. National Association of State Workforce Agencies (NASWA): NASWA will be invited to participate in the Advisory Group meetings; however, the representative will not be an official member of the Advisory Group.

Members of the Advisory Group will ensure that the State Workforce Administrator in their respective state is advised of their participation as representatives of the state.

4. COMMITTEES

The Advisory Group will establish committees on an as-needed basis.

5. MEETINGS

Frequency:

The Advisory Group will convene each calendar quarter. Meetings will be held in-person twice per year and via conference call during the two calendar quarters an in-person meeting is not convened; or, as provided for in the Data Sharing Agreement. Additional in-person meetings or conference calls may be convened upon the majority concurrence of the Advisory Group.

Venue:

In-person meetings will be held in conjunction with other national meetings of PACIAs or SUIAs to conserve state travel resources to the extent possible.

Agenda:

Members may propose items to be included in the draft agenda through the ETA WRIS e-mail address: WRIS@dol.gov. A draft agenda will be published by ETA on the WRIS website at www.doleta.gov/Performance/WRIS.cfm at least one month in advance of the scheduled meeting. Members may propose additions and revisions to the draft agenda through the ETA WRIS e-mail address. Proposed revisions must be submitted by a date certain specified at time the initial draft agenda is first published. The meeting agenda shall highlight items needing a vote and will provide adequate time for discussion.

Participation:

The meetings of the Advisory Group will be open to all members, representatives of the WRIS Operations Contractor, and interested parties. Non-members in attendance are invited as observers, and may participate in discussions when specifically invited to speak.

Minutes:

Meeting minutes will be recorded which include a summary of the topics discussed, identification of decisions made, and any action items. As provided in the Data Sharing Agreement, draft meeting minutes will be distributed to

Advisory Group members within five business days of the meeting. Members will receive along with the minutes any materials distributed or presented at meetings. The draft minutes will be approved at the subsequent quarterly meeting.

6. VOTING

Voting will be restricted to Advisory Group members of record. Each state will have one vote and ETA will have one vote when a matter before the Advisory Group is called to a vote. A vote may be made either in person or by written proxy. A simple majority of voting members will decide a vote.

A vote of the Advisory Group cannot change the WRIS Data Sharing Agreement. The Agreement may be amended solely in accordance with the provisions of Section X. Amendment of the Agreement.

7. ADMINISTRATIVE SUPPORT

The Office of Performance and Technology, Employment and Training Administration, U.S. Department of Labor, will provide administrative support for functions required by the Advisory Group, including, but not limited to, the preparation and distribution of meeting logistics, agendas and minutes.

8. COMMUNICATIONS

ETA's established Collaborative Workspace will be used for WRIS communications, for information sharing, collaboration, and idea exploration. ETA will be responsible for copying Advisory Group members on any WRIS-related items sent to state administrators and signatories. ETA, the Advisory Group, and state WRIS Contacts will work together to ensure that names and contact information for state Contacts, Advisory Group representatives, and Signatories are current.