



*United States Department of
Health & Human Services*

Office of the Chief Information
Officer -
Enterprise Architecture
Program Management Office

HHS Enterprise Architecture Review Board Charter

Version 1.0

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1. Introduction

1.1 Purpose

The Department of Health and Human Services (HHS) is committed to aligning its enterprise-wide business and technical architectures to support the Department's Strategic Plan, the President's Management Agenda, and E-Government initiatives. In consultation with the HHS Chief Enterprise Architect (CEA), the Enterprise Architecture Review Board (EARB) is responsible for guiding the development and implementation of the HHS Enterprise Architecture (EA). The EARB serves as a forum to facilitate input and information exchange among the Operating Divisions (OPDIVs) of HHS associated with the Department's IT enterprise architecture. The EARB is responsible for assessing the existing and target architectures as well as providing guidance in resolving cross-cutting architecture issues and problems within their OPDIVs and across HHS. The EARB reviews Departmental Information Technology (IT) Investments for EA compliance and alignment. The EARB is committed to reflecting, promoting, and incorporating the HHS EA, the Federal Health Architecture (FHA) initiatives, and the Federal Enterprise Architecture (FEA) reference models throughout each of its OPDIVs.

1.2 Scope

The EARB is an expert decision-making body providing standards, configuration management, and oversight for HHS EA in establishing an integrated EA consistent with the goals and objectives of HHS. The EARB serves as the OPDIV contact for HHS EA updates and dissemination of initiatives and activities. The EARB is authorized to meet, review, render opinions, and establish committees and working groups.

1.3 Objectives and Responsibilities

The overall goal of the EARB is to evaluate, advise on, develop, and support recognition and acceptance of architecture-based technical products, decisions, and actions that guide and complement the business decisions and actions of its member OPDIVs. The EARB acts as an expert body that reviews proposed and ongoing Departmental IT investments, advises the CEA, provides EA and policy recommendations, which may be presented to the Chief Information Officer (CIO) Council.

Specific EARB Responsibilities include:

- Provide advice, promote and support the HHS EA Program in collaboration with the HHS CEA, the HHS CIO Council, and the OPDIVs
- Provide advice and assure OPDIV-level adherence to HHS EA policies and procedures
- Provide EA compliance review, advice, and approval or waiver recommendations to the Information Technology Investment Review Board (ITIRB), Services and Supply Fund Board of Directors (SSF Board), CIO Council, and other advisory bodies regarding conformity of IT projects with the approved Departmental EA and EA guidelines and standards

- Provide advice and support definition, development and analysis of HHS EA baseline and target architectures, interim architectures, and transition strategies
- Provide advice regarding potential impacts of new or emergent technology on EA Target Architecture and transition plans
- Support the design, implementation, and management of the HHS EA Repository
- Assure Change Management, Configuration Control, Risk Management, and Performance Monitoring for the Department's EA Program
- Assist the HHS CEA in conducting EA reviews to identify and recommend actions to eliminate gaps, duplication, or incompatibilities among business functions, programs, and/or technologies. Review and recommend solutions to EA-related cross-domain issues and problems
- Serve as the HHS Departmental coordinating-body for advisory input to the FHA and related government-wide EA initiatives
- Support the analysis and Department-wide implementation of Federal EA reference models
- Maintain and promote awareness and communication of EA-related technology direction and innovations at the OPDIV and sub-OPDIV level
- Establish sub-committees, workgroups, and task teams to facilitate EA Program activities

2. Enterprise Architecture Review Board Structure

2.1 Stakeholders

The actions of the EARB may impact one or more interested parties or organizations ("stakeholders"). Key stakeholders, who have been identified for HHS's Enterprise Architecture activities, include:

HHS Chief Enterprise Architect

- Chairs the EARB (May be delegated to a senior architect)
- Convenes the EARB meetings
- Appoints EARB Secretariat
- Resolves lack of consensus
- Aligns HHS's information resources and provides Department-

EARB Secretariat

- Schedules EARB meetings
- Maintains membership lists
- Creates and publishes meeting minutes and associated documents

OPDIV EA Programs

- Implement EA Programs that are complementary to the HHS
- Provides requirements and priorities for HHS EA projects and
- Provides input into and validates HHS EA vision, direction and
- Constitutes the voting membership

HHS EA Program Management Office

- Provides HHS EA program management support
- Acts as liaison representative to FHA, FEA, eGov initiatives

HHS Employees, HHS Contractors and Suppliers

- Develops and delivers HHS EA technical artifacts conforming to established standards

2.2 Outputs

Key responsibilities and outputs of the EARB include:

- Appointment and oversight of working groups and committees

- Reviews for EA compliance
- Recommendations to HHS CIO Council, ITIRB, SSF Board, and others
- HHS EARB Meeting Minutes
- HHS EARB-approved EA artifacts
- Dissemination of EARB information to OPDIV and sub-OPDIV interests

2.3 Membership

2.3.1 Voting Members

The Chief Information Officer (CIO) of each Operating Division (OPDIV) shall appoint the OPDIV's Chief Enterprise Architect or EA Lead to represent the OPDIV on the EARB. Participating members will be senior-level personnel who have the authority to represent their respective agencies regarding the HHS EA efforts. The members will have a broad knowledge and direct involvement with their OPDIVs EA planning, development and implementations, IT investment portfolio, and E-Government initiatives to support the HHS goals and objectives.

If a need for representation from additional organizations is identified and approved by the EARB, the charter may be amended to include these individuals. If the existing representative leaves, the OPDIV will be responsible for appointing a qualified replacement.

The following OPDIVs constitute the initial voting membership of the EARB:

- Centers for Disease Control (CDC)
- Centers for Medicare & Medicaid Services (CMS)
- Food and Drug Administration (FDA)
- Indian Health Services (IHS)
- National Institutes of Health (NIH)
- One or more representatives as designated by the Office of the Secretary CIO from the small OPDIVs group consisting of:
 - Administration for Children and Families (ACF)
 - Administration on Aging (AoA)
 - Agency for Healthcare Research and Quality (AHRQ)

- Health Resources and Services Administration (HRSA)
- Office of Inspector General (OIG)
- Program Support Center (PSC)
- Substance Abuse and Mental Health Service Administration (SAMHSA)

2.3.2 Liaison Members

The EARB may extend regular liaison membership to designated representatives of major HHS enterprise-wide investment initiatives, government-wide EA initiatives, or other initiatives where information sharing and decision-collaboration are beneficial. The CEA shall consider recommendations for liaison membership from the EARB members and from other sources. The CEA shall advise the EARB of planned appointments of new liaison representation to the EARB. In the capacity of EARB Chair, the CEA shall extend liaison membership invitations to selected organization(s), initiatives, and/or individuals. The Chair may also extend time- or task-limited liaison membership invitations as needed to facilitate the work of the EARB.

3. Enterprise Architecture Review Board Actions

3.1 Meetings

The Chairperson of the EARB is the HHS CEA. The CEA may delegate this responsibility to a senior architect as an alternate Chairperson. The EARB shall normally meet on a monthly basis but this may be modified to address the needs of the HHS Enterprise Architecture program. Meeting announcements shall be sent to all regular and liaison members. Members are expected to attend in person, however, teleconference access will be available for all meetings and members participating by teleconference will be considered in full attendance.

3.2 Voting

The EARB will always strive for consensus but in the absence of consensus a vote may be necessary. The Chairperson and at least half the EARB members (or their alternates) must be present in order for a vote to take place. Each OPDIV EARB member may cast one vote made either by the appointed representative or by the designated alternate. Each OPDIV EARB member has one vote, regardless of the number of members.

A vote is decided by simple majority among the voters. The Chairperson will resolve any lack of consensus that remains following a vote. Liaison Members are non-voting participants.

3.3 Committees and Working Groups

The EARB is authorized to establish committees and working groups. The EARB may charter standing committees as required to conduct the business of the organization. The EARB may also establish time-limited special committees and working groups to accomplish tasks in support of the EARB. Participation in working groups and committees may include representatives other than EARB members. Standing committees shall be chaired by a voting member of the EARB or an HHS staff member as designated by the EARB chair.

Time-limited special committees and working groups may require participation from subject matter experts (SMEs) and liaisons who are not members of the EARB. Identification and nomination of members on time-limited committee(s) will be accomplished by the appropriate method for the situation, which may include solicitation for expertise through a call for participation.

Committees and working groups serve in support of the EARB. In the event that the EARB determines that such support is no longer needed the committee or working group will be disbanded. Deliberations and actions of committees and working groups are advisory to the EARB. Committees and working groups shall make reports and submit recommendations to the EARB at its request.

3.4 Amendments to the Charter

The EARB and its sub-committee charters will be reviewed by the EARB at least annually to ensure they are consistent with the intended functions of the EARB as directed by the CEA's Office. The charter may be amended to reflect the developing purpose, mission, and business objectives specific to the HHS Enterprise Architecture. The EARB may, by majority vote of a plurality of members, amend this Charter, providing such amendment does not substantially alter the intended purpose of this body. The Charter may be amended to add additional types of membership to the organization. Substantial changes to the Charter shall be authorized through the Department's standard authorization procedures.

4. Approval

Signature:

_____ Date

John Teeter

**Chief Enterprise Architect, Office of Information Resource
Management**

Signature:

_____ Date

Charles Havekost

**Chief Information Officer and Deputy Assistant Secretary for
Information Technology**