

2010 Census Integration Group Membership and Meeting Protocol

Census Integration Group (CIG) Description:

The CIG is an over-arching umbrella management group of Division Chiefs and/or Assistant Division Chiefs that establishes high-level integration parameters, approves change requests, makes decisions on issues escalated from the decennial census Integration Teams, or various other sources, such as the Chief of the Decennial Management Division, and oversees and manages 2010 Census Risks.

Meeting Day/Time:

Every Wednesday from 1:30 p.m. to 3:30 p.m. However, CIG members are required to be available Monday through Thursday 8:00 a.m. to 9:00 a.m. to meet on an emergency, ad hoc basis.

Core Membership:

The following divisions and offices are represented on the CIG:

- Decennial Automation Contracts Management Office,
- Decennial Management Division,
- Decennial System Processing Office,
- Decennial Statistical Studies Division,
- Field Division,
- Geography Division,
- Population Division,
- Technologies Management Office,
- National Processing Center, and
- Decennial Enterprise Architecture Office

Representation from the areas noted above may be more than one staff person. However, for voting purposes, only one vote is cast per area represented (see below). The Decennial Census Assistant Director is considered an advisor to the CIG. The DMD Chief chairs the CIG.

Meeting Participation and Logistics:

The core membership noted above participates in every CIG meeting. Depending on the CIG meeting topics, CIG members have the discretion to invite other subject-matter experts to the meetings to assist with providing background.

To hold a CIG meeting, a quorum must be established. A quorum is when 60% (6 out of 10 divisions represented) or more of the core membership areas are represented.

The 2010 Census Planning and Coordination Staff has the responsibility of agenda documentation/distribution and meeting note documentation/distribution.

The following are the official staff representatives and voting members for the divisions making up the CIG:

Division or Office	Primary Representative	Back-up Representative
Decennial Automation Contracts Management Office	Jeff Sisson (Acting)	Diedre Hicks
Decennial Enterprise Architecture Office	Ron Thompson	
Decennial Management Division	Frank Vitrano	Ed Pike
Decennial Statistical Studies Division	David Whitford	Larry Cahoon
Decennial System Processing Office	Dennis Stoudt (Acting)	
Field Division	Brian Monaghan	Gail Leithauser
Geography Division	Timothy Trainor	Leslie Godwin
Population Division	Enrique Lamas	Louisa Miller
Technologies Management Office	Barbara LoPresti	
National Processing Center	David Hackbarth	Bernadette Mattingly

Change Control Logistics

The decision to decide the CR via electronic vote (email) versus holding a CCB meeting is determined by the responsible DMD ADC.

Voting for purposes such as an approval of a change request is limited to one vote per core membership area. Voting is only for obtaining majority consensus. The voting rules are as follows:

- One vote per area (voting staff is pre-designated)
- At least 6 votes are received (60%)
 - DMD must be one of the 6 votes cast
- Majority votes decide the consensus decision, but any dissenting vote(s) within the established voting time frame are assessed at the direction of the Chief of the Decennial Management Division.
- All dissenting votes halt the process at the discretion of the Chief of the Decennial Management Division. If the dissenting votes are determined to have merit, then the decision is held until further discussions are complete. Dissenting votes must be received within the established voting time frame.

Voting via electronic process requires approval from the appropriate DMD ADC.

Emergency Change Control Logistics

- Teams submit an emergency CR to 2010 Planning and Coordination mailbox.
- 2010 Planning and Coordination staff gets approval from the appropriate DMD Assistant Division Chief that the change request should be processed as an emergency change request.

- CIG gets twenty four-hours to vote on the change request.

Detailed Operational Plans (DOP) Baseline Logistics

The DOPs will go to the CIG electronically for a two-week review.

- It is the Team Lead's responsibility to send the DOP electronically to the five addresses listed below:

DMD Census Integration Group To List
DMD Census Integration Group Advisor To List
DMD Census Integration Group CC List
DMD Census Integration Group Advisor CC List
DMD 2010 Planning Coordination Distribution List

- Comments and issues received from the CIG are to be resolved by the Team Leads. IF an issue can't be resolved THEN it has to go to the CIG. If you have to go to the CIG, send a message to the DMD 2010 Planning Coordination Staff so a meeting can be scheduled.
- Once the plan is final the Team Lead notes the CIG approval in the document and forwards the document via email to the DMD 2010 Planning Coordination Staff.
- The DMD 2010 Planning and Coordination Staff creates a cover memo and sends the cover memo and the final operational plan the DMD Program Information Office for distribution in the 2010 Census Informational Memo series.

Revisions to a finalized DOP must go back to the CIG electronically for a one-week review.

- The Team Leader is responsible for creating a CIG change control form documenting this is a revised plan and a high-level summary of the changes. Also, provide a "highlighted" version of the document to clearly outline the proposed changes for review.
- Email the change control form and the revised plan to the DMD 2010 Planning and Coordination mailbox. DMD 2010 Planning and Coordination will log in the change request and distribute to documents for a review and approval period of one week. The distribution list is as follows:

DMD Census Integration Group To List
DMD Census Integration Group Advisor To List
DMD Census Integration Group CC List
DMD Census Integration Group Advisor CC List
DMD 2010 Planning Coordination Distribution List

- Comments and issues received from the CIG are to be resolved by the Team Leads. IF an issue can't be resolved THEN it has to go to a CIG meeting for resolution. If you have to go to the CIG, send a message to the DMD 2010 Planning Coordination Staff so a meeting can be scheduled.
- Once the plan is approved the Team Lead notes the CIG approval in the document and forwards the document via email to the DMD 2010 Planning Coordination Staff.
- The DMD 2010 Planning and Coordination Staff creates a cover memo and sends the cover memo and the final operational plan the DMD Program Information Office for distribution in the 2010 Census Informational Memo series.