



United States Department of
Health & Human Services

Office of the Chief Information Officer
Enterprise Architecture

HHS Enterprise Architecture — Model Working Group Charter

Version 2.0
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Approvals

HHS Enterprise Architecture — Model Working Group Charter, version 2.0 defines the authority and responsibility of the Model Working Group, as a standing committee of the HHS Enterprise Architecture Review Board, within the scope of the Enterprise Architecture Program at the U.S. Department of Health and Human Services (HHS)

Approved by:

Signature:

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Date December 5, 2007

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Document Change History

Version Number	Release Date	Summary of Changes
0.1		Approved by Model Working Group
0.1.2		Page: 2; Paragraph: 1.3, line 1; Replace “MWG is provide stewardship” With “MWG is to provide stewardship”
0.1.2		Page: 4; Paragraph: 4 th open bullet, line 6; Replace “Indian Health Services (IHS)” With “Indian Health Service (IHS)”
0.1.2		Page: 5; Paragraph: 3.4, line 36; Replace “members The” With “members. The”
0.1.2		Page: 5; Paragraph: 3.4, line 40; Replace “the designed accessible site.” With “the designated accessible site.”
0.1.2		Approved by Model Working Group
1.0		Approved by HHS Enterprise Architecture Review Board (EARB) (pending)
2.0	12/4/2007	Approved by the HHS Enterprise Architecture Review Board (EARB) Simplified voting procedure and clarified membership rules.

1 Introduction

1.1 Purpose

The Department of Health and Human Services (HHS) has established the HHS Enterprise Architecture Review Board (EARB) to guide 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 enterprise architecture. In order to fulfill its mission, the EARB hereby charters the Model Working Group (MWG), to serve as a standing subcommittee of the EARB.

1.2 Scope

The MWG is a standing working committee and advisory organization acting within authorities and tasks delegated to it from the HHS EARB or as directed by the HHS Chief Enterprise Architect (CEA). Its mission is to assist and advise the HHS CEA in the development of the HHS EA model and provide oversight and direction in the design and management of the department's EA repository.

The MWG focuses on three technical areas:

- Definition of the HHS EA framework.
- EA repository tool requirements.
- Repository integration and deployment.

The MWG is not responsible for:

- Refactoring or reengineering business processes.
- Conducting Metis Training.
- Assisting in the population of EA models.
- Resolving modeling inconsistencies resulting from contradictory population of EA models.
- Ensuring and/or resolving data quality and/or data integrity issues regarding data input into the EA repository.
- Establishing EA goals or objectives.
- Determining technical or programmatic direction of the HHS EA (e.g., technical standards, or approach to transition strategy).

1.3 Objectives and Responsibilities

The purpose of the MWG is defined in section 1.2 above. Specifically, this includes:

1. Ensuring the coordination and integration of HHS and HHS OPDIV EA Frameworks and the EA Repository Environment.
2. Ensuring the HHS and OPDIV EA Frameworks and the EA Repository Environment meet the evolving long term needs of the OPDIV EA activities and the HHS EA activities.
3. Providing a forum for the proper consideration of proposed changes to the current and planned HHS EA framework.
4. Reviewing, approving, and coordinating updates to the current and planned HHS EA Framework and EA Repository Environment.

In order to meet its mission, the MWG will engage in the following activities:

- Act as the Configuration Control Board (CCB) for the HHS EA Framework and EA Repository Environment.
 - Identify and maintain the EA requirements common to HHS and OPDIVs EA activities.
 - Approve Framework or Repository Environment enhancements, to be implemented by available resources.
 - Notify the HHS CEA regarding enhancements which cannot be implemented by available resources.
- Hold periodic meetings to address HHS EA Framework and EA Repository Environment issues. The frequency to be decided by the MWG Chairperson.
- Maintain a record of issues regarding the proposed and effected changes to the EA Framework and EA Repository Environment.
- Recommend / Plan EA Framework implementation and maintenance. (Includes planning, training recommendations, and additional needed resources.)

2 Model Working Group Structure

2.1 Stakeholders

The actions of the MWG may impact the following parties:

- Deputy Assistant Secretary of Information Technology and Chief Information Officer (DAS-OCIO)
- HHS Chief Enterprise Architect (CEA)
- HHS Enterprise Architecture Review Board (EARB)
- OPDIV Enterprise Architecture Programs
- HHS Office of Enterprise Architecture personnel
- HHS MWG Members

2.2 Outputs and Deliverables

Key responsibilities and outputs of the MWG include:

- HHS EA Framework/Repository Configuration Management Plan (CMP) and updates.
- Proposals for EA Framework and EA Repository Environment changes
- Decisions on EA Framework and EA Repository Environment changes to be implemented by available resources.
- MWG Meeting Minutes.

2.3 Membership

2.3.1 Voting Members

The MWG consists of the following voting members:

- Chairperson and one alternate, appointed by the HHS Chief Enterprise Architect.
- One primary representative and one alternate from each HHS OPDIV, as recommended by the OPDIV CEA. OPDIVs may choose to not recommend a representative, in which case they do not have a vote
- Voting members must be federal employees

2.3.2 Voting Membership Changes

The OPDIV Enterprise Architect shall notify the EA Helpdesk immediately, in writing, about changes to the primary or alternate membership for the OPDIV

2.3.3 Voting Member Responsibilities

Facilitate the formulation of an OPDIV opinion on the proposed changes

Participate in CCB meetings and vote on change proposals according to the interests of the OPDIV

Notify the MWG chairperson immediately if a CCB meeting date is inconvenient and propose alternate date.

Voting members must have an email address within the HHS domain, including HHS OPDIVs.

2.3.4 Non-voting Participants

All individuals participating in enterprise architecture activities at HHS and its OPDIVs are welcome to participate in MWG teleconference and Web conference meeting. They are also welcome to attend meetings in person, as meeting space permits.

3 Model Working Group Actions

3.1 Meetings

The Chairperson of the EARB (who is the HHS CEA) will appoint the MWG chair from among the members of the HHS EARB. The MWG chair may appoint an alternate from among the MWG members.

The Chairperson has the responsibility for organizing MWG activities and scheduling and moderating the MWG meetings. The MWG will meet as required to conduct the work of the group.

Meeting announcements will be sent to all participants. Members are encouraged to attend in person, however, to the extent feasible, teleconference access will be provided for meetings and members participating by teleconference will be considered in full attendance. Support for the MWG will be provided by the HHS Enterprise Architecture Program, unless otherwise determined.

The MWG Chair, or the designated alternate chair, will report actions and recommendations of the MWG to the HHS EARB.

3.2 Voting Policies

- Voting can be performed during a meeting or as “virtual voting”, e.g., by email.
- Change proposals shall be circulated to the MWG Distribution list
- Voting members shall have at least 5 working days to consider a proposal.
- At least half of the voting OPDIVs must cast a vote in order for the vote to be valid
- OPDIV votes shall be cast by the OPDIV representative, or in the representative’s absence, by the alternate
- A vote is decided by simple majority among the voters. The Chairperson has the deciding vote in case of a draw.

3.3 Subcommittees

The MWG may establish sub-committees or work groups as required fulfilling its mandate. Information regarding sub-committees and their output should be reported to the HHS EARB on an as-needed basis.

3.4 Communication

The EA Helpdesk will:

- Maintain a record of all MWG members and alternates
- Maintain a mailing list with current voting members and other participants. This list is known as the MWG distribution list. The list is available in the HHS email system as “OS – EA MWG”. The EA Helpdesk may create additional topic-specific, mailing lists as the MWG chairperson deems necessary.

- Circulate shared documents to the MWG distribution list, or post them on a web site, when such a site is designated by the HHS CEA.
- Issue email calls for meetings to include an agenda and documents for review.
- Circulate meeting minutes to the MWG distribution list, or post them on a designated centrally accessible site.

3.5 Charter Amendments

The Charter for the MWG may be altered by a vote of the HHS EARB.

Appendix A ACRONYMS

Acronym	Explanation
CCB	Configuration Control Board
CEA	Chief Enterprise Architect For the purpose of this document the term is interpreted as “the person directly responsible for enterprise architecture, within a given organization”, regardless of whether the organization uses the exact title of Chief Enterprise Architect, or not.
CIO	Chief Information Officer
CMP	Configuration Management Plan
EA	Enterprise Architecture
EA Program	Enterprise Architecture Program
EARB	HHS Enterprise Architecture Review Board
HHS	United States Department of Health & Human Services
MWG	HHS EA Model Working Group
OPDIV	Operating Division (of HHS) The term OPDIV is, for the purpose of this document, interpreted to also include the HHS Office of the Secretary (OS), and the OS Office of the Inspector General (OIG).