

NIEMOpen Business Architecture Committee (NBAC) Technical Steering Committee (TSC) [Sub-Committee Name] Sub-Committee Governance [Template]

This document amplifies the [OASIS Open Project Lightweight Rules](#), [NIEMOpen Charter](#) document, [and NBAC TSC Governance Document](#). It incorporates all provisions of those documents. In case of conflict, the parent documents control.

The **[Sub-Committee Name]** Sub-Committee Governance is a living document, reviewed periodically, and based on inputs from the **[Sub-Committee Name]** Community-of-Interest.

Date	Version	Description
DD MMM YYYY	-	Original

This template is meant as a guide and starting point for each unique Sub-Committee governance policies and procedures. This document changes infrequently by the process defined below.

1 Introduction

1.1 Overview

The **[Sub-Committee Name]** Sub-Committee was established under the auspices of OASIS Open project in **[Month, Year]** to support **[briefly describe area of interest]**. This Sub-Committee Governance Document describes the Sub-Committee's business focus, scope, and governance structure. *Modify and add content to this overview as needed.*

1.2 Scope

The [Sub-Committee Name] Sub-Committee Governance Document describes the Sub-Committee's business focus, scope, and governance structure. The Governance Document should be referenced alongside the [Sub-Committee Name] Sub-Committee's processes and procedures for managing and executing Sub-Committee activities.

1.3 Intended Audience

The intended audience for this document is the [Sub-Committee Name] Sub-Committee's stakeholders and governance groups, as well as the NIEMOpen Business Architecture Committee Technical Steering Committee (NBAC TSC) for reference purposes.

1.4 Reference Documents

The following is a list of reference documents to assist in the establishment and maintenance of the [Sub-Committee Name] Sub-Committee:

- OASIS Open Project Lightweight Rules
- NIEMOpen Charter
- NIEMOpen Business Architecture Committee Technical Steering Committee (NBAC TSC) Governance Document (REV 1)
- (DRAFT) Sub-Committee Manual (In development)

2 Sub-Committee Overview

2.1 Sub-Committee Business Need or Goal

Describe the business need or goal of the Sub-Committee. How does the Sub-Committee support information sharing needs for a particular business or functional area?

For example, "The NIEMOpen Immigration Sub-Committee supports immigration-related services and benefits, such as naturalization and work authorization. In addition, this Sub-Committee supports information sharing and exchange to improve those services and law enforcement activities as well as foster better collaboration with external partners."

2.2 Sub-Committee Scope

Describe the intended scope of the Sub-Committee, putting clear boundaries around the types of information that the Sub-Committee will include in its data model. The Sub-Committee scope should only include data components that are unique to the Sub-Committee and that are not already included in NIEM core or other Sub-Committees' data models.

Setting a clear Sub-Committee scope will ensure that the model remains focused on the supporting the immediate needs of the Sub-Committee's mission area and communities of

interest. In addition, a clearly defined scope supports the idea of reuse by ensuring that information that has already been defined by one Sub-Committee is not duplicated by another. Also, it should be noted that Sub-Committees are constantly evolving; therefore, a Sub-Committee's scope is periodically subject to change either in terms of growth or contraction.

2.3 Sub-Committee Community of Interest

What types of agencies/organizations at the Federal, state, local, tribal, industry, and international levels are part of the Sub-Committee community of interest?

2.4 Sub-Committee Goals

Describe the goals of the Sub-Committee. For example:

- Define Sub-Committee management processes, including technical development, testing, review, and deployment of the Sub-Committee contents to the NIEM data model.*
- Promote [Sub-Committee name] information sharing between Federal, states, local, tribal, industry, and international agencies by contributing harmonized [Sub-Committee name] content to the NIEM data model and using the NIEM [Sub-Committee name] data model wherever appropriate.*
- Establish a life-cycle project schedule (updated regularly with key deliverables and timelines) that serves as a roadmap for current and future milestones for the [Sub-Committee name] Sub-Committee steward(s) and its governing body regarding the management and support of the [Sub-Committee name] Sub-Committee within NIEMOpen.*
- Identify performance metric(s) for tracking the impact that results from the coordinated efforts of the [Sub-Committee name] Sub-Committee.*

3 Sub-Committee Governance Structure

The [Sub-Committee Name] Sub-Committee's organization structure, including the member roles designated to carry-out all governance activities, is described below.

3.1 Overall Sub-Committee Governance Structure

What will the Sub-Committee governance structure look like?

Include an organizational chart detailing the governance structure.

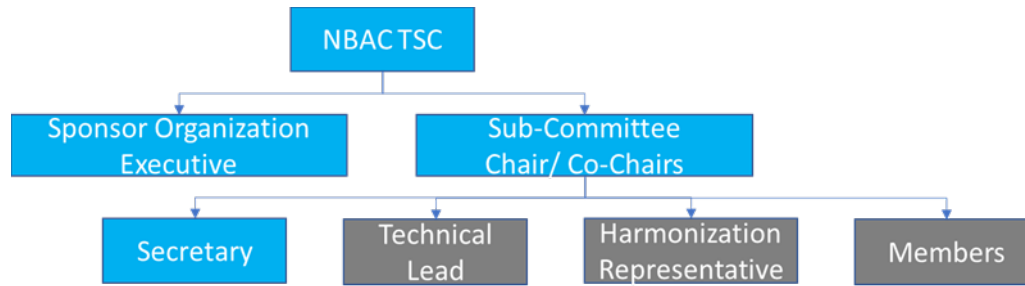


Figure 1: Notional Sub-Committee Organization

3.2 Sub-Committee Governance and NBAC TSC Relationship

The NIEMOpen Business Architecture Committee Technical Steering committee (NBAC TSC) is the central authority in a federated governance model where NBAC TSC will interact with Sub-Committee governance groups, providing coordination, policy and technical direction while allowing each Sub-Committee governance group to retain relative autonomy in governing its Sub-Committee while interacting directly with its own community of interest (COI). Any disputes between NBAC TSC authority and its Sub-Committees are elevated to the NIEMOpen Project Governing Board.

3.3 Sub-Committee Sponsor(s)/Executive(s)

Describe the entity or entities identified as sponsors of the Sub-Committee. Include information such as the entity's name and level of government (Federal, state, local, or tribal) if appropriate.

3.3.1 Sub-Committee Steward Responsibilities

The NBAC TSC Governance Document defines the expectations and responsibilities of NIEMOpen Chair/Co-Chairs as follows:

The Sub-Committee Chair/Co-Chairs shall

- Appoint Sub-Committee voting members (2 maximum). Voting members should be
 - Experienced with NIEMOpen
 - Familiar with harmonization and model cycle processes
 - Understand OASIS Open Project Lightweight Rules and NIEMOpen governance
- Maintain a data dictionary of common elements and their related code-lists
- Maintain a roster and mailing list
- Draft, publish, and maintain procedures for Sub-Committee governance and the processes related to Domain Space data model and code list management
- Participate in Domain Space content harmonization and reconciliation activities supporting the NIEM version publication cycle
- Provide support to the NBAC TSC including annual reporting of progress, plans, requirements, and achievements
- Provide support to the NIEMOpen Technical Architecture Committee (NTAC) TSC production of technical specifications, requirements, tools, and associated artifacts.

- Provide ongoing identification of data requirements based on data exchange modeling and development efforts
- Attend TSC meetings or provide a temporary proxy

Describe additional expectations or responsibilities as needed. If there are multiple Sub-Committee sponsoring organizations, Executives, Chairs/ Co-Chairs clearly differentiate and articulate the roles and responsibilities of each entity. It is valuable to clearly articulate decision authority as it relates to Sub-Committee governance.

3.3.2 Sub-Committee Executive(s) Vision (s)

Describe the vision of the Sub-Committee Executive (s) organization(s), highlighting areas where the organization's vision relates to the scope and mission of the Sub-Committee.

3.4 Sub-Committee Governance

Describe the different groups that comprise the Sub-Committee's governance structure. Include ad-hoc groups or tiger teams as well as standing governance groups. Note that some Sub-Committees may choose to only have one governance group.

What is the purpose of each group?

What activities does it perform?

3.4.1 Committee Membership

Describe the membership (e.g. Sub-Committee Executive (s), Chair/ Co-Chairs; types of stakeholders (Federal, state, local, tribal and industry); types of expertise required (technical, policy, management); practitioners; advisors; subject matter experts) of each governance group described above.

3.4.2 Committee Roles and Responsibilities

Provide the following information for each governance group described in section 3.4:

How are members selected to participate in the governance groups? How is/are the committee chair(s) selected?

What are the responsibilities of the committee chair(s)? Committee members?

What are the conditions under which committee membership can be terminated?

3.4.3 Committee Decisions

For most decisions, the Sub-Committee operates by [lazy consensus](#) with the following decisions made by agreement of the Chair/Co-Chairs:

- Appointment of Sub-Committee Chair/Co-Chairs



- Any allocation of Sub-Committee resources with exception of volunteer activities sponsored by the [Sub-Committee Name] Sub-Committee.

4 Updating Governance

All substantive changes in Sub-Committee governance require concurrence of NBAC TSC Chair/Co-Chairs.