Domain Stewardship Agreement

Between

The National Information Exchange Model Program Management Office

and

[DOMAIN STEWARD OFFICE]

to establish the Education Domain

1. PARTIES

This Domain Stewardship Agreement (DSA) is entered into by and between the National Information Exchange Model (NIEM) Program Management Office (PMO) and P20W Education Standards Council (PESC), hereafter jointly referred to as the “Parties” or individually as a “Party.”

1. AUTHORITY

[Optional section referring to statutory authority or Memorandum of Understanding/Agreement between the parties]

1. BACKGROUND

NIEM is a community-driven, government-wide, standards-based approach to exchanging information. Diverse communities can collectively leverage NIEM to increase efficiency and improve decision-making.

Used in all 50 states and internationally, NIEM is available to everyone. It includes a data model, governance, training, tools, technical support services, and an active community to assist users in adopting a standards-based approach to exchanging data.

The NIEM data model consists of two sets of closely related vocabularies: *NIEM Core* and individual *NIEM domains*. NIEM core represents elements commonly understood across all NIEM domains. NIEM core is updated and collaboratively maintained by the NIEM Business Architecture Committee (NBAC). The individual NIEM domains contain mission-specific elements that build upon NIEM Core concepts. NIEM domains are maintained by a self-sustaining domain governance body, referred to herein as the *Domain Steward*. The Domain Steward represents a Community of Interest (COI) comprising participants from many organizations, components, or agencies at the international, federal, state, local, and/or tribal levels.

1. PURPOSE

The purpose of this DSA is to establish the Domain Steward that will govern and maintain the Education domain dataset and to define the expectations and responsibilities of the involved parties.

1. RESPONSIBILITIES

PESC will serve as the Education Domain Steward, and will accept and execute the following responsibilities:

* Perform all functions necessary to manage the Education data model and support NIEM in accordance with the NIEM High Level Version Architecture;
* Maintain a common data dictionary of elements to be included in NIEM that spans across international/federal/state/local/tribal boundaries;
* Maintain a completed executive summary coversheet and Component Mapping Template for the Education conforming to the NIEM Naming and Design Rules;
* Maintain a contact list of all participating members and organizations represented in the domain, including a primary Point of Contact (POC) who will interface regularly with the NIEM PMO;
* Coordinate, steward, and fund (where applicable) adequate domain COI participation in domain governance and associated activities;
* Perform outreach and facilitate stakeholder engagement with domain COIs
* Publish and maintain an Education charter documenting the governance of the domain and processes related to release management and publication of the Domain data model;
* Participate in NIEM harmonization and reconciliation activities as required by the NBAC;
* Ensure active Education participation in the NBAC, in accordance with the NBAC charter;
* Report NIEM technical issues using the NIEM Configuration Control Tool (NCCT);
* Support domain reconciliation and cross-domain harmonization for future NIEM releases as needed;
* Provide technical support for domain-specific issues related to NIEM and NIEM conformant information exchange development to assist implementers and developers;
* Understand and incorporate related external data standardization initiatives as needed; and
* Provide ongoing identification of data requirements based on exchange / data modeling and development efforts.

The NIEM PMO shall accept and execute the following responsibilities:

* Assess proposed domain documentation and suggested implementation into NIEM;
* Propose defined governance processes that support domain self-governance and integration into NIEM;
* Ensure versioning and maintenance of NIEM Core and facilitate NIEM cross-domain harmonization;
* Offer implementation guidance and support for NIEM, including general help desk support, general training support, and limited guidance for domain outreach initiatives;
* Maintain a cross-domain common data dictionary and promote the development and continued maintenance of NIEM tools; and
* Communicate updates to policies and standards that may impact domain self-governance or NIEM adoption.

1. FUNDING

This DSA shall not be used to obligate or commit funds, or as the basis for the transfer of funds between the Parties.

1. POINTS OF CONTACT

As of the date of signature, the following are the POCs of the Parties to this agreement. These POCs may change at any time and such changes shall not be deemed to alter the terms of the DSA.

For NIEM PMO: Donna Roy

Executive Director, NIEM PMO

Department of Homeland Security

Office of the Chief Information Officer

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For PESC: Michael D. Sessa

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1. TERMS OF AGREEMENT AND TERMINATION

The term of this DSA is indefinite. The DSA may be cancelled by any Party, provided written notice is given to all Parties at least sixty (60) days in advance. Representatives from the Parties shall meet quarterly to review the agreement and results achieved from this DSA.

1. MODIFICATIONS

This DSA may be modified upon mutual written consent of the signatories or their designees. Modifications shall take effect on the date of the last signature on the modification.

1. MISCELLANEOUS
2. Nothing in this DSA is intended to supersede current law or regulation. If a term of this DSA is inconsistent with such authority then that term shall be invalid; however, the remaining terms and conditions of this DSA shall remain in full force and effect.
3. This DSA in no way restricts any Party from participating in similar activities or agreements with other public or private agencies, organizations, or individuals.
4. This DSA describes in general terms the basis upon which the Parties intend to cooperate. This DSA does not intend to create any rights, privileges, or benefits, substantive or procedural, enforceable by any individual or organization against the United States; its departments, agencies, or other entities; or any other person.
5. APPROVED BY:

PESC Signature: NIEM PMO Representative Signature:

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Name: Michael D. Sessa Name:

Title: Chief Executive Officer Title:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_