

Section 2

Coordination of Information Technology Advisory Groups

Guidelines for establishing an advisory relationship with the NITC

Authority

"The Commission shall: ... establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies." Neb. Rev. Stat. Section 86-1506(7)

Definitions

Guideline: A statement of general policy or procedure by which to determine a course of action, subject to reasonable situations. Adherence is voluntary.

Technical Advisory Group: Any existing or proposed coordinating entity involved in information technology planning processes addressed in the Statewide Technology Plan.

Planning Initiatives: Any existing or proposed independent planning activities, studies, reports or documents prepared by entities other than the NITC or its Technical Advisory groups that are referred to or included in the Statewide Technology Plan.

Overview

To lay the foundation for coordinating information technology planning in the future, it is necessary to define the relationship between the NITC, NITC advisory groups, and other information technology coordinating entities and to establish a process for submitting recommendations from independent planning initiatives for consideration by the NITC.

The advisory groups' defined relationship will outline the steps for how advisory groups will cooperate and communicate in information technology planning efforts. The standardized process for submitting recommendations from independent planning initiatives will provide a means for soliciting and considering these recommendations for possible inclusion in the Statewide Technology Plan.

Process

For Technical Advisory Groups to be formally recognized by the NITC, the recommended approach for defining these relationships is through the preparation of formal charters. These charters will outline the mission and responsibilities of each coordinating entity, its membership and operating procedures. The objective of this charter process will be to formalize the dialogue between the NITC and existing information technology coordinating entities to determine how they might best participate in the NITC planning processes.

Formal charters have been drafted and approved for the three NITC councils (community, education, and state government) and for the Technical Panel. Other interested information technology entities seeking advisory group status are invited to follow these models by submitting draft charters to the NITC Executive Director. The Executive Director will work with the NITC and existing technical advisory groups to determine the best means for incorporating these additional entities or groups into the NITC's planning process. The first priority will be to include new entities by establishing cooperative and collaborative relationships with the existing technical advisory groups. This priority is reflective of the legislative intent to minimize bureaucracy in all processes and procedures involving the NITC.

The Executive Director will review new technical advisory group requests, along with their proposed draft charter and any comments received. The review will include an evaluation of the proposed charter's purpose and potential alignment with the NITC Statewide Technology Plan. The Executive Director may recommend to the NITC to adopt, change, or reject any proposed charter. The Executive Director may also recommend alternative solutions, such as merging or adapting the proposed relationship in a manner supportive of an existing technical advisory group as a subcommittee or some similar consultative arrangement.

Recommendations based on independent planning initiatives should be submitted in a standardized format for possible inclusion in the Statewide Technology Plan. These recommendations will be submitted in the format of NITC action item proposals. The objective of the action item format is to present the NITC with a clear, succinct delineation of specific information technology recommendations, the rationale behind them, and background information on the entities and processes used to develop these recommendations.

Information technology recommendations from independent planning initiatives proposed for possible inclusion in the Statewide Technology Plan should be submitted to the NITC Executive Director. The Executive Director will work with the NITC and existing technical advisory groups to determine the best means for incorporating these recommendations into the statewide planning process.

The Executive Director will review the action item proposals and any supporting comments or materials received. The review will include an evaluation of the proposed recommendation's alignment with the NITC Statewide Technology Plan. The Executive Director may recommend that the NITC adopt, change, or reject any proposed recommendation or specific planning initiative to be included as part of the Statewide Technology Plan or planning process.

Format

The format of a formal charter shall include the sections listed below. Eventually, a form will be available for this purpose to facilitate the process of proposing and reviewing proposed charters.

1. Introduction (overall nature of the proposed organization)
2. Purpose of Charter
3. Authority of group
4. Mission and responsibilities
5. Membership
6. Meeting procedures

The format of a standardized action item proposal shall include the sections listed below. Eventually, a form will be available for

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this purpose to facilitate the process of proposing and reviewing independent planning initiatives' recommendations.

1. Proposed Action
2. Summary of Proposed Action
3. Sponsoring Entity or Lead Organization
4. Time Frame

There is no limit to the number of action item proposals that may be submitted.

Sector Councils and Technical Panel

Authority

"The Commission shall: ... establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies." Neb. Rev. Stat. Section 86-1506(7)

"A technical panel is created. The technical panel shall be comprised of one representative from the Nebraska Educational Telecommunication Commission, one representative from the Department of Administrative Services, one representative from the University of Nebraska Computing Services Network, one representative from the project sector, and such other members as specified by the Nebraska Information Technology Commission." Neb. Rev. Stat. Section 86-1511(1)

Overview

The NITC has established three advisory groups -- Community Council, Education Council, and State Government Council -- to provide input and make recommendations regarding their sectors of interest. Each council has a charter, adopted by the NITC, which establishes the council membership, responsibilities, and meeting procedures. The charters can be found at <http://nitc.state.ne.us>.

The Technical Panel is a statutory body which provides technical analysis and recommendations to the Commission. The Technical Panel has a charter, adopted by the NITC, which establishes the panel membership, responsibilities, and meeting procedures. The charter can be found at <http://nitc.state.ne.us>.

Community Council

Background

The Community Council is an advisory committee composed of representatives from rural and community IT development, local governments and libraries, telehealth, resource providers, and other groups as deemed appropriate by the Community Council and the NITC. The Council was originally formed by Executive Order 97-7 in November 1997 to identify, prioritize, and

coordinate user needs with respect to community information technology.

Mission

The mission of the Community Council is to foster the collaborative and innovative use of technology through partnerships between public and private sectors, to improve teleliteracy, and to support community and economic development for Nebraska citizens.

Membership

The Community Council has 18-24 members from each of its three focus areas (rural and community information technology development, local governments and libraries, and telehealth), resource providers, and other groups as deemed appropriate by Community Council and the NITC.

Education Council

Background

The Education Council is a 16-member advisory committee composed of representatives from K-12, postsecondary education, and four state agencies. The Council was originally formed by Executive Order 97-7 in November 1997 to identify, prioritize, and coordinate user needs with respect to educational information technology.

Mission

The mission of the Education Council is to advise the Commission concerning education information technology needs, goals, and policy. The Council will identify, coordinate, and prioritize matters pertaining to information technology for a more strategic and cost-effective approach to developing the State's education information technology infrastructure.

Membership

The Council has 16 members, eight representing the K-12 sector, eight representing the postsecondary sector, and four non-voting ex officio representatives of the Department of Education, the Coordinating Commission for Postsecondary Education, the Department of Administrative Services, and the Nebraska Educational Telecommunications Commission. Sectors are represented as follows:

K-12 Representation

- Teachers--private/parochial schools (1), public schools (2)
- Administrators (2)
- Educational Service Units (2)
- Boards of Education (1)

Postsecondary Representation

- State Colleges (2)
- Independent Colleges and Universities (2)
- Community Colleges (2)
- University of Nebraska System (2)

Non-voting Ex Officio Representation

- Department of Education (1)
- Coordinating Commission for Postsecondary Education (1)
- Department of Administrative Services (1)
- Nebraska Educational Telecommunications Commission (1)

State Government Council**Background**

The Nebraska Information Resources Cabinet (IRC) was created in January 1996 by Executive Order 96-1. The IRC was re-established as the State Government Council of the Nebraska Information Technology Commission through Executive Order 97-7 in November 1997. The NITC became a statutory body in 1998 and re-established the State Government Council.

Mission

The mission of the State Government Council is to provide direction and oversight for state government information technology vision, goals and policy.

Membership

The State Government Council has 21 members.

Agency Directors:

- Department of Roads
- Department of Motor Vehicles
- Department of Revenue
- Crime Commission
- Department of Health and Human Services
- Department of Administrative Services
- Department of Labor

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- Governor's Policy Research Office
- Natural Resources Commission

- **Others:**
- Secretary of State
- Chief Information Officer
- DAS – IM Services, Administrator
- DAS - Division of Communications, Director
- State Budget Administrator
- State Court Administrator
- Workers' Compensation Court Administrator
- Department of Education, Administrator for Education Support Services
- One additional representative of Non-Code state agencies, to be appointed by the Commission
- Two (2) representatives of major private sector information technology users, to be appointed by the Commission

- **Others - Nonvoting:**
- Legislative Fiscal Office, Director

Technical Panel

Background

The Technical Panel is a statutory body which provides technical analysis and recommendations to the Commission. The Technical Panel is codified at Neb. Rev. Stat. § 86-1511. The NITC approved the Technical Panel Charter on August 30, 1999.

Mission

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

Membership

The Technical Panel consists of six members and such other members as required or specified by the Commission. The members are:

- Nebraska Educational Telecommunications Commission (one representative);
- Department of Administrative Services (one representative);
- University of Nebraska Computing Services Network (one representative);
- State of Nebraska Chief Information Officer;

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- Executive Director of the Nebraska Information Technology Commission; and
- Assistive Technology.