INDIAN AFFAIRS
DEPUTY ASSISTANT SECRETARY - MANAGEMENT (DAS-M)
OFFICE OF INFORMATION MANAGEMENT TECHNOLOGY (OIMT)

IA Web Council Charter
Version 1.0

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Appendix A

1. Introduction

The Indian Affairs (IA) Web Council has been created to institute direct and formal management controls over the Indian Affairs (IA) and the Bureau of Indian Education (BIE) Internet and Intranet Web presence. The IA Web Council is chartered to provide guidance to IA offices and BIE offices on the continuing evolution of Web presence and oversight of its policies, standards, and best practices for Intranet and Internet Web based communications.

2. Goal and Objectives

The goal of the IA Web Council is to ensure that IA and BIE Internet and Intranet Web presence are successful in supporting the missions of BIA, BIE, and their stakeholders by accomplishing these objectives:

- Identify and share Web content best practices for content refresh, communication, collaboration and processes across the organization;

- Developing and maintaining a content strategy;

- Ensuring that IA Web presence complies with Federal, DOI and IA web policies;

- Ensuring that IA Web presence complies with Section 508 (accessibility) standards;

3. Purpose

The purpose of this Charter is to define the authority, membership, roles and responsibilities of the IA Web Council. By serving as the authority for the coordination, standardization and development of Web technology for Indian Affairs and BIE, the IA Web Council serves as a forum for each organization to raise concerns, coordinate effort and discuss the myriad of options available in our Web presence. As the coordinating authority, the IA Web Council is tasked with discussing and approving significant content changes at the enterprise level to ensure websites and content are comprehensive in scope, effectively managed, beneficial, necessary, and not duplicative of other IA, BIE, departmental or federal websites.

The purpose of the IA Web Council is to discuss and create Web policies, standards and best practices related to significant design changes, taxonomy, content management and information architecture.

4. Background

The Office of Management and Budget (OMB), the Congress, and citizens are challenging the federal government to change its program delivery processes to realize the opportunities enabled by the information age.

Client expectations are driving the public sector to offer electronic business options equal to the best of private industry. The Federal Government has detailed a set of eGovernment principles and technologies to guide agencies in their ongoing efforts to respond to public requests and meet mandated eGovernment requirements under ever-tighter budgetary constraints. At their most basic level, these principles can be summarized as: consolidation, re-use, standardization, and sharing of resources. At their core, these principles reflect the need to improve the delivery of information to the public along federal lines of business, the need to achieve economies of scale in the development and procurement of online systems and applications.

5. Authority

The authority for the IA Web Council was originally granted by Memorandum from George Skibine, the Acting Assistant Secretary – Indian Affairs on August 15, 2008. See Attachment A.

6. Membership

The IA Web Council's membership is initially comprised of the IA Web Team (otherwise known as the Solutions Delivery Team), the IA Public Affairs Office (OPA) and primary representatives from IA business offices, Regional Offices and BIE. An alternate representative can be designated from each of the business offices, regional offices and BIE. Council membership is granted upon approval by both OPA and the Office of Information Management Technology (OIMT).

The Office of Information Management Technology is the sponsor of the IA Web Council. Council meetings will be facilitated by the Associate Chief Information Officer (ACIO) or his delegate to provide guidance, propose items for discussion, vote, as well as coordinate and plan Council activities. Additional advisory roles will be filled by designated representatives from the ACIO to review the technical feasibility and impact as well as review the security implications of technical decisions.

7. Roles and Responsibilities

The IA Web Council is comprised of individuals who will coordinate activities related to Internet and Intranet Web content management on behalf of their respective units. Members of the Council will provide leadership and feedback in advancing the Web presence of IA and BIE, vision, goals and objectives, establishing a framework for achieving established objectives, and

communicating the Council's vision and policies to its managers and employees. The responsibilities of the Council are as follows:

- To establish and communicate a vision and target structure for IA and BIE Internet and Intranet Web presence.

- To clearly define and communicate the purpose, target audiences and content types for IA and BIE Internet and Intranet Web presence.

- To reinforce IA's target Web presence and information architecture by coordinating new requests and providing direction, recommendations, and approval for new websites and/or applications/tools affecting IA's Web presence. This will be achieved through discussion between the organizations to ensure work efforts are not duplicated and applications are combined and reused wherever possible.

- To reinforce IA's online identity into one cohesive presence.

- To plan and support efforts to establish IA and BIE Web presence and online content for the entire organization utilizing user roles reviewed and approved by the IA Web Council.

- To review and approve IA standards and best practices for IA and BIE websites, content, Section 508 compliance, usability, and to monitor and enforce compliance.

- To discuss organizational needs for the development of IA and BIE Internet and Intranet websites and/or online applications within IA.

- To communicate and explain IA's Web presence vision, mission, objectives, and determinations to the greater IA organization.

8. Meetings and Communications

The IA Web Council will meet monthly at a time mutually agreed upon by the Council members. More frequent meetings may be called depending upon agency need or priorities. A quorum will be defined and meetings will proceed when the chair and representatives from the majority of the organizations are in attendance. Members of the Council may send their designated alternate to meetings. If neither the primary member nor the alternate is available, a proxy member may attend. Meeting summaries will be taken at each meeting and distributed to IA Web Council members, OPA and OIMT management within five business days of each meeting.

9. Decision Making

If there are critical non-technical decisions that need to be made in regards to requirements, design, content or functionality, OPA will serve as the overseeing Authority on these decisions for the IA internet web presence. OIMT will serve as the technical experts from a web development perspective. Some decisions may require a vote among council members. In the event that this must occur the IA Web Council chair representing OIMT will take votes among

all offices in attendance. Vote is approved if there are more votes counted as "YEA" than there are "NEA".

Decisions may also be made virtually by an electronic request to all Council members by the Council chair with a specified response deadline of five business days. A decision may be reached by a simple majority vote when votes are received.

10. Committees

The IA Web Council has the authority to establish working groups or task forces as necessary to consider items of concern.

11. Charter Approval

Once approved, the IA Web Council will review this Charter periodically. If it is determined changes are necessary, the updates to the Charter will be approved by a simple majority vote of the IA Web Council.

Organization or Office	Primary Representative/Title	Signature and Date
Deputy Assistant Secretary - Management	James Burkman, Deputy Assistant Secretary – Indian Affairs (Management)	
Office of Information Management Technology	Joseph Austin, Associate Chief Information Officer	
Office of Public Affairs	Nedra Darling, Director, Office of Public Affairs	
Assistant Secretary – Indian Affairs	Michael Black, Assistant Secretary – Indian Affairs	
Bureau of Indian Affairs	Weldon "Bruce" Loudermilk Director, Bureau of Indian Affairs	
Bureau of Indian Education	Tony Dearman Director, Bureau of Indian Education	

12. **Attachment A**

The IA Web Council Authorizing Memorandum is attached (left double click icon to open the file).

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