

NOAA Enterprise Information Technology (IT) Architecture Committee Terms of Reference

Purpose:

The NOAA Enterprise Information Technology Architecture Committee (EITAC) serves as a resource to help address, research, define, develop, and promote the implementation and use of Enterprise IT Architecture(s) (EITAs) as a strategic information management and decision-making practice throughout NOAA.

Membership:

- Chair: Ira Grossman, 301-713-3345, ext. 140 (Ira.M.Grossman@noaa.gov).
- Executive Secretariat: Michael Kane, 301-713-3575, ext. 200 (Mike.Kane@noaa.gov).
- Members: The chief architect of each Line/Program Office, or the person named responsible for architecture in that organization, will serve as a principal on the EITAC. Other personnel may be invited as needed to serve as advisors or staff. EITAC members will represent each NOAA Line Office, the Office of Marine and Aviation Operations, the Office of the CIO, and NOAA Management and Administration. They will be named by the CIO for the respective organization.
- Contact Person: Ira Grossman, 301-713-3345, ext. 140 (Ira.M.Grossman@noaa.gov).

Roles and Responsibilities:

- Members:
 - Be an advocate for integration of IT architecture with enterprise architecture planning (e.g. the business planning process).
 - Promote cross-agency collaborations.
 - Serving as principal representative of their organization on IT architecture;
 - report on its architecture status and activities
 - participate in the review and other group efforts described under EITAC responsibilities.
- Committee:
 - Serve as a technical resource to and recommend strategies to the NOAA CIO Council on EITA development, implementation, and maintenance.
 - Recommend EITA policies, principles, and procedures.
 - Guide and provide general assistance for the development and maintenance of specific EITAs.
 - Ensure that NOAA EITAs are in conformance with the Departmental and NOAA EITA common framework, which will be aligned with the Federated Enterprise Architecture and with NOAA's planning, programming, and budgeting system.
 - Review the EITA portion of all OMB Exhibit 300s and report to the NOAA CIO Council/IT Review Board on the system's architectural compliance.

- Review Line and Program Office compliance with EITA requirements and report findings to the NOAA CIO Council.
 - Develop and maintain a NOAA IT Technical Reference Model and Standards Profile.
 - Establish standard models and terminologies for use in NOAA's architecture modeling tool set.
 - Advance EITA best-practices and lessons learned.
 - Maintain an EITA Web site as a resource for guidance and information.
- Working Groups:
 - As required
 - Meetings
 - Will be held every other week. Special meetings will be held as needed.

Decision-Making Process:

Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The Chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

Charter:

The NOAA CIO Council chartered this committee to support NOAA requirements for EITA set forth in the NOAA Strategic Plan and to ensure compliance with the OMB Federal Enterprise Architecture.