



U.S. Nuclear Regulatory Commission

Information Technology/Information Management Portfolio Executive Council

January 2020



**Charter for the U. S. Nuclear Regulatory Commission
Information Technology/Information Management Portfolio
Executive Council**

Table of Contents

I. PURPOSE	1
II. MEMBERSHIP	1
A. Voting Members	1
B. Advisory Members	2
III. RESPONSIBILITIES	3
A. Responsibilities of the IPEC	3
B. Responsibilities of the Co-Chairs	3
C. Responsibilities of the Secretariat	3
D. Responsibilities of Voting Members	4
E. Responsibilities of Advisory Members	4
F. Relationship to Other Committees/Groups	4
IV. METHODS AND PROCEDURES	5
A. Meetings	5
B. Meeting Ground Rules	5
C. Meeting Minutes	5
D. Communication	5



Charter for the U. S. Nuclear Regulatory Commission Information Technology/Information Management Portfolio Executive Council

I. PURPOSE

The Information Technology/Information Management Portfolio Executive Council (IPEC) is an executive management body established to determine U.S. Nuclear Regulatory Commission (NRC) Information Technology/Information Management (IT/IM) strategic direction and to manage its IT/IM portfolio by setting current fiscal year priorities and determining the funding of IT/IM investments that effectively integrate into the IT/IM portfolio, as required by the Clinger-Cohen Act, the Office of Management and Budget (OMB) Circular A-130, the Federal Information Security Management Act of 2002 (FISMA), and other Government requirements.

II. MEMBERSHIP

A. Voting Members

The IPEC is co-chaired by NRC's Chief Information Officer (CIO) and Chief Financial Officer (CFO). Voting members attend every meeting. The membership is as follows:

Voting Members	Office
Chief Information Officer (CIO), Co-Chair	Office of the Chief Information Officer
Chief Financial Officer (CFO), Co-Chair	Office of the Chief Financial Officer
Chief Human Capital Officer (CHCO)	Office of the Chief Human Capital Officer
Chief Acquisition Officer (CAO)	Office of Administration
Director	Office of Nuclear Material Safety and Safeguards
Director	Office of Nuclear Reactor Regulation
Director	Office of Nuclear Security and Incident Response
Director	Office of Nuclear Regulatory Research
Regional Administrator ¹	Regions

¹ One Regional Administrator will represent the regions



**Charter for the U. S. Nuclear Regulatory Commission
Information Technology/Information Management Portfolio
Executive Council**

B. Advisory Members

Advisory Members		
Director, Governance & Enterprise Management Services Division	Works in partnership with program managers to ensure effective management of information	Secretariat and senior advisor to the IPEC for architecture, project management, and information management
Director, IT Services Development & Operations Division	Works in partnership with program managers to ensure effective delivery of systems and effective operations of systems	Senior advisor to the IPEC for operational effectiveness
Senior Agency Official for Privacy	Works in partnership with program managers to ensure the implementation of information privacy protections	Senior advisor to the IPEC for information privacy protections and compliance with the Freedom of Information Act and the Privacy Act of 1974
Chief Information Security Officer	Works in partnership with program managers to ensure the Agency's information and IT systems are operationally secure	Senior advisor to the IPEC for cybersecurity and compliance with the Federal Information Security Management Act of 2014, as amended
OCFO Representative(s)	Works in partnership with program managers to ensure effective funds utilization and s/w capitalization	Senior advisor(s) to IPEC for financial and budget matters
Director, Acquisition Management Division	Works in partnership with program managers to ensure efficient use of agency contract resources	Senior advisor to IPEC for contractual issues
NSIR Director, Division of Security Operations	Works in partnership with program managers to ensure efficient use of agency security operations	Senior advisor to IPEC for security operations

Advisory members are non-voting members who work in partnership with the program managers and provide advice to the IPEC in their respective areas. Advisory members attend every meeting as consultants to IPEC.

The CIO or CFO may name other advisors as appropriate depending on the topics under consideration by the IPEC.



Charter for the U. S. Nuclear Regulatory Commission Information Technology/Information Management Portfolio Executive Council

III. RESPONSIBILITIES

A. Responsibilities of the IPEC

The IPEC is responsible for:

1. deciding IT/IM direction, values, information security activities, and establishing the agency's risk tolerance for IT activities to achieve strategic program objectives;
2. approving major investments that will effectively integrate into the IT/IM Portfolio;
3. ensuring the Agency's Capital Plan supports NRC's priorities;
4. reviewing the IT/IM Portfolio in the year of execution to address current fiscal year priorities;
5. overseeing the execution of the portfolio by reviewing the portfolio health on a quarterly basis against established direction, values and risk tolerance; and
6. communicating IPEC discussion and decisions to other NRC boards and/or committees.

B. Responsibilities of the Co-Chairs

The Co-Chairs are responsible for:

1. planning and presiding over meetings;
2. obtaining agreement among voting members or determining need for formal votes;
3. encouraging Agency partnerships that facilitate the prioritization of emergent needs or changes in program direction;
4. optimizing IT/IM investments;
5. prioritizing and sharing of resources; and
6. ensuring compliance requirements are met.

C. Responsibilities of the Secretariat

With the Co-Chairs, the Secretariat is responsible for:

1. meeting conduct, planning, and preparation;
2. scheduling meetings;
3. establishing the agenda;
4. providing supporting staff as required;
5. recording and distributing the meeting minutes;
6. communicating IPEC decisions to appropriate audiences/stakeholders.



Charter for the U. S. Nuclear Regulatory Commission Information Technology/Information Management Portfolio Executive Council

D. Responsibilities of Voting Members

Voting members are responsible for:

1. representing the interests of the agency as a whole;
2. attending meetings;
3. actively participating in meetings and decision-making;
4. upholding, supporting, and communicating IPEC decisions within their organizations and to other NRC boards and/or committees.

In the event that a voting member cannot attend a meeting, delegation to an Office Deputy Director will be permitted.

E. Responsibilities of Advisory Members

Advisory members are responsible for:

1. providing expert advice, counsel and recommendations on agenda items under discussion; and
2. making presentations on items needing a decision, as appropriate.

F. Relationship to Other Committees/Groups

The IPEC establishes priorities for use by other boards in evaluating specific investment priorities and aligning their decisions.



**Charter for the U. S. Nuclear Regulatory Commission
Information Technology/Information Management Portfolio
Executive Council**

IV. METHODS AND PROCEDURES

A. Meetings

The IPEC shall meet quarterly or as often as necessary to accomplish its purpose.

B. Meeting Ground Rules

Decisions are made by a simple majority vote of the members present. The IPEC will proceed with voting if a majority of the members are present and the vote will be recognized by all members as valid. Only a Deputy Director can vote in the absence of designated voting member.

C. Meeting Minutes

The Secretariat or designee will prepare and distribute the draft meeting minutes to the members electronically through internal email. Members may provide comments or corrections to the minutes for a two-week period after the draft minutes have been distributed. The final minutes will be distributed to the membership again through email and stored as permanent records in ADAMS for internal NRC viewing and possible distribution to oversight authorities upon request without further approval by the IPEC.

The meeting minutes will also be distributed to the ITB to keep them informed of decisions and direction.

D. Communication

Meeting invitations, agendas, review documents, and other notices will be distributed via email to each member unless other means are requested by individual members.