



## **U.S. Nuclear Regulatory Commission**

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Information Technology/Information  
Management Portfolio Executive  
Council

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

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## I. PURPOSE

The Information Technology/Information Management Portfolio Executive Council (IPEC) is an executive management body established to determine 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, 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:

<b>Voting Members/Title</b>	<b>Business Line</b>
Chief Information Officer	Corporate Support
Chief Financial Officer	Financial Management
Chief Human Capital Officer	Corporate Support – Human Resources Management
Chief Acquisition Officer	Corporate Support – Acquisition and Administrative Services
Director, OIS	Corporate Support - Information Technology and Information Management
Director, FSME	Nuclear Materials Users, Decommissioning & LLW
Director, NMSS	Spent Fuel Storage & Transportation, Fuel Facilities, HLW
Director, NRO	New Reactors
Director, NRR	Operating Reactors



## B. Advisory Members

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.

Advisory Members		
Director, BPIAD (Secretariat)	Works in partnership with program managers to ensure effective delivery of systems	Senior advisor to the IPEC for architecture and project management
Director, ICOD	Works in partnership with program managers to ensure effective operations of systems	Senior advisor to the IPEC for operational effectiveness
Director, IRSD	Works in partnership with program managers to ensure effective management of information	Senior advisor to the IPEC for information management
Chief Information Security Officer	Works in partnership with program managers to ensure effective security for systems and information	Senior advisor to the IPEC for information security
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, Division of Contracts	Works in partnership with program managers to ensure efficient use of agency contract resources	Senior advisor to IPEC for contractual issues

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



### III. RESPONSIBILITIES

#### **A. Responsibilities of the IPEC**

The IPEC is responsible for:

1. deciding IT/IM direction, values, 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.

### **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.



#### IV. METHODS AND PROCEDURES

##### **A. Meetings**

The IPEC shall meet monthly 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.