

Timing of TGB Meetings Related to IT Standards

To help define the issue for the CIO Council members, here are some basic definitions to help the current discussion:

IT Standards Advisory Group – a working group of the TGB primarily concerned with the development of IT standards. The advisory group makes recommendations on IT standards to the full board.

Technology Governance Board – a board concerned with setting IT standards, reviewing IT spending and other related IT issues. The full board approves an IT standard after reviewing the advisory group's recommendation.

The Technology Governance Board and the board's advisory groups conduct their business in public meetings with published agendas and meeting minutes. Members of the public may attend any of these public meetings to participate in the meeting discussion.

Timing of Meetings

The IT Standards Advisory Group meets the first Thursday of the month, and the Technology Governance Board meets the second Thursday of the month. As both the advisory group and TGB meetings are public meetings, the TGB coordinator publishes the agenda the Friday before the scheduled meeting. Publishing the agenda includes distributing the agenda and all meeting attachments to the meeting members and scheduled speakers. The same material is also posted to the TGB website: <http://tgb.iowa.gov/>, as well as the meeting notice added to the public meeting calendar on the State of Iowa website: <http://www.iowa.gov/> and the agenda posted on the public meeting bulletin board inside the main entrance of the Hoover Building.

There has been recent discussion regarding the date of the TGB meetings, and the timing of these meetings may change to another date in the month for 2010. Nothing has been decided by the board on this issue at this time.

IT Standard Review Period

The IT standard review period is primarily 30 days in length and begins with the distribution of the standard to the CIO Council, department directors and their assistants. The review period ends 30 calendar days after the date of the email distribution.

Any comments received during the review period are sent to the sponsor (or developer) of the IT standard. All comments are reviewed by the sponsor and incorporated into the IT standard with help from the working group that drafted the standard. The IT Standards Advisory Group requests a summary of all the comments received for a discussion of the IT standard at their next meeting following the end of the review period.

The IT Standards Advisory Group recommends the IT standard for approval or denial and sends their recommendation to the full board for a vote on the standard at the next TGB meeting. During discussion of the IT standard at either the IT Standards Advisory Group or the TGB meetings, the board may request additional time for review of an IT standard. This additional time will be based on review period comments or from a recommendation of the sponsor of the IT standard.