

# U. S. Environmental Protection Agency

## Web Council Charter



October 30, 2017

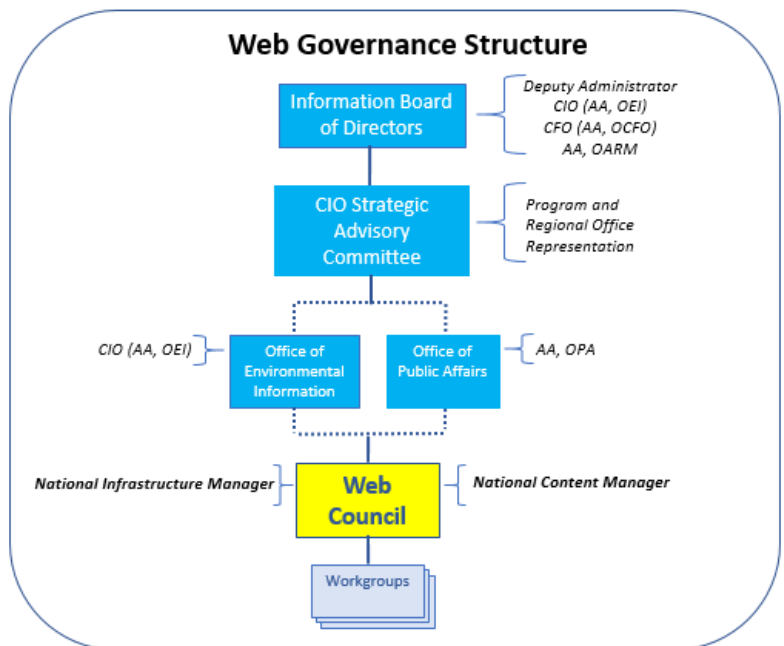
### 1. Authority

The Environmental Protection Agency’s (EPA) Web Council is authorized by the EPA Chief Information Officer (CIO) and the CIO Strategic Advisory Council (CIO SAC) through EPA’s Information Technology / Information Management (IT/IM) Governance Framework.

The Clinger Cohen Act of 1996 and the Federal Information Technology Acquisition Reform Act (FITARA) of 2014 establish the Chief Information Officer (CIO) as the primary official responsible for the Agency’s information resources. The EPA CIO established EPA’s IT/IM Governance Framework to foster effective, fast decision-making on Agency IT/IM investments, policy and strategic direction. The framework consists of the Information Board of Directors (IBOD), CIO Strategic Advisory Committee (CIO SAC) and OEI architectural, planning and execution units. The Web Council operates as a planning and execution unit within that framework.

EPA CIO Policy CIO 2171.0 [Information Access Policy](#) establishes the principles governing access to and dissemination of information products created, collected, maintained, and managed by EPA in order to provide the public and EPA staff with access to information.

EPA CIO Policy 2180.1 [Web Governance and Management](#) establishes that the U.S. Environmental Protection Agency will operate and maintain public access websites to assist in fulfilling the Agency’s mission to protect human health and the environment.



## 2. Purpose

The purpose of the Web Council is to ensure the effective delivery of EPA's web content to the public by providing leadership to [EPA's web community and stakeholders](#) in the form of communication, governance, and guidance.

## 3. Functions

To fulfill its purpose, the Web Council performs the following functions.

- i. **Communication:** Promote information sharing and collaboration among all stakeholders in the EPA's web community.
- ii. **Governance:** Establish and implement Agency-wide web policies, procedures, and standards; monitor and enforce compliance with EPA and Federal web management requirements.
- iii. **Guidance:** Establish and implement web management best practices, and promote training to the EPA's web community.
- iv. **Research and Recommendations** – Help pilot, test, evaluate, and validate potential solutions related to web technology, strategic direction, best practices, cost savings, etc.

## 4. Scope

Subjects related to the management of EPA's public access web content and technical infrastructure fall within the scope of the Web Council. Issues related to the management of EPA's Intranet infrastructure and Extranet content are not within scope.

## 5. Guiding Principles

The [guiding principles of EPA's Web Governance](#), which were adopted by the Web Council in the second quarter of FY2012, are described in EPA's Web Guide.

## 6. Business Objectives

The EPA website is the Agency's primary channel for engaging the American public and an essential tool for achieving the Agency's mission. The Web Council provides leadership to bring about improvements and foster effectiveness in web management of the following areas:

- A. availability, discoverability and accessibility of EPA's web content;
- B. uniformity of branding across all of EPA's web servers;
- C. information security;
- D. efficiencies and cost savings;
- E. information quality and consistency;
- F. compliance with Federal and EPA web management requirements; and
- G. adoption of innovative web technologies, practices, and solutions to keep our content fresh, improve communication or adapt to changing technology choices of our users.

## 7. Membership

The Web Council shall consist of at least one representative from each agency program office and region. Some programs and regions may have two representatives as needed. Web Council members are

appointed by their respective Office Senior Information Officials. The National Content and Infrastructure Managers serve as co-chairs of the Web Council.

[Web Council Member roles and responsibilities](#) are delineated in the EPA Web Guide.

## 8. EPA's Web Community and Stakeholders

The primary customers of EPA's website are members of the American public interested in information about protecting human health and the environment. The following are the primary stakeholders for the Web Council.

- A. Chief Information Officer – EPA's CIO is responsible for establishing an innovative center of excellence that advances the creation, management and use of information as a strategic resource. The CIO is responsible for compliance with OMB directives and other federal web policies.
- B. Chief Information Officer Strategic Advisory Committee (CIO SAC) – The CIO SAC is responsible for advising the Information Board of Directors on matters related to information technology and information management. It is chaired by the CIO, with Working Capital Fund portions being chaired by the CFO. This body is made up of the Agency's Senior Information Officials (SIOs).
- C. Information Board of Directors (IBOD) – The IBOD consists of the CIO, CFO, OARM's AA and the Lead Region's RA. It is the final decision-making body for matters related to IT/IM.
- D. Associate Administrator for the Office of Public Affairs (AA for OPA) - The AA for OPA is the principal advisor to the Administrator on all issues concerning short-term and long-term strategic communications.
- E. Editors-in-Chief (EIC) – The EIC of a web area is the overall owner of all content in that area, and is responsible for its content and maintenance.
- F. Web Editors – Web Editors can edit and publish pages in their designated web areas.
- G. Communications Directors (CDs) and Public Affairs Directors (PADs) – CD's and PADs are responsible for overall coordination of communications for an AAship or Region (respectively) and also for responding to all press or media inquiries in cooperation with EPA's Office of Public Affairs.
- H. Web Team – The EPA Web Team consists of OPA and OEI staff and managers responsible for the day-to-day management of EPA's website.

## 9. Meetings and Communication

The Web Council will hold monthly conference calls and virtual or face-to-face meetings as necessary. The agenda and key messages for the monthly calls will be coordinated by the National Managers and distributed to Council members in advance of the call.

As a general guideline, meetings will follow [Robert's Rules of Order](#) to allow for effective and efficient deliberation of issues of concern to the council. The meeting moderator may, however, adjust meeting procedures with the consent of the council chair(s).

Web Council members are expected to attend monthly calls and meetings or send a designated representative. Ongoing work and discussions will be handled via informal conferencing and email, a Web Council discussion email distribution list, and other discussion media as warranted.

Web Council members will distribute information and communicate key messages within their respective organizations.

### 10. Decisions

Web Council decisions shall be decided by majority vote. Votes may be held at council meetings, by email, or through other electronic media as appropriate to allow: votes to occur between meetings; additional time to consider complex decisions; or for all parties to vote (even if they can't attend a particular meeting). Each office gets one vote. Members are expected to represent their respective offices and necessarily must sublimate their personal views to that end.

(Note: The web council is authorized to establish web governance, but governance decisions are subject to final review and approval by the AA's of AO/OPA and OEI.)

### 11. Subgroups

The Web Council may create temporary or permanent subgroups for any purpose consistent with this charter. Such subgroups take their direction from and report to the full Web Council.

### 12. Information Resources

The [Web Guide](#) contains information about Web Council [members](#) and [roles and responsibilities](#). A repository for Web Council actions and supportive information is maintained in the [Web Council Collaboration Site](#).

### 13. Approval:

This charter formally authorizes the EPA Web Council to operate as an official instrument of EPA's IT/IM Governance Framework and empowers its members to make decisions and take action based on the information outlined within.

10/30/2017

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## Revision History

Revision	Author(s)	Date	Description
1.0	Susan Joan Smiley	March, 2013	Original
2.0	Lin Darlington Jessica Orquina	September, 2017	Updated to align with EPA's new Information Technology / Information Management Governance Framework