

# **US Environmental Protection Agency**

## **Chief Information Officer Strategic Advisory Council (CIO SAC) Charter**

### **1. BACKGROUND**

- (1-1)** In June 2016, EPA established the Chief Information Officer Strategic Advisory Council (CIO SAC).
- (1-2)** Creation of the CIO SAC grew out of the work formerly performed by the Quality Information Council (QIC) to address enterprise-wide information technology/information management (IT/IM) issues and to develop Agency IT/IM policies and procedures
- (1-3)** In April 2024, EPA established the Artificial Intelligence (AI) Governance Board and the Section 508 Executive Council as subcommittees to the CIO SAC in administering the governance of artificial intelligence and accessibility, respectively, across the agency.

### **2. PURPOSE**

- (2-1)** This document charters the CIO SAC as the premier advisory body within EPA's IT/IM Governance Framework.
- (2-2)** The purpose of the CIO SAC is to provide recommendations to the Chief Information Officer (CIO) on EPA's strategic direction to optimize support for the Agency's mission and business needs.
- (2-3)** CIO SAC Members shall serve as the Investment Review Board (IRB), providing a business-oriented/mission-focused review of EPA's IT/IM portfolio each year.
- (2-4)** The Artificial Intelligence (AI) Governance Board and the Section 508 Executive Council shall provide regular updates to the CIO SAC on their strategic direction and decisions.
- (2-5)** This charter shall be reviewed annually and updated as needed.

### **3. SCOPE**

- (3-1)** The CIO SAC shall advise and assist the CIO on the following IT/IM areas of focus:
  - Understanding EPA's mission and business needs
  - Strategic direction for enterprise and cross-program IT/IM initiatives
  - Cross-Agency IT/IM policies and procedures.
  - Conducting an annual Investment Review of comprehensive IT Portfolio Review (ITPR) data.

### **4. MEMBERSHIP**

- (4-1)** The CIO SAC shall be chaired by the CIO.

**US Environmental Protection Agency**  
**Chief Information Officer Strategic Advisory Council (CIO SAC) Charter**

**(4-2)** The CIO SAC shall be comprised of EPA Senior Information Official (SIOs) representing each Program Office and Region.

**5. ROLES AND RESPONSIBILITIES**

**(5-1)** The CIO SAC shall have the following roles and responsibilities:

- a) Provide recommendations to the CIO on EPA's IT/IM strategic direction and criteria for making IT/IM investment decisions.
- b) Make pre-decisional recommendations on key IT/IM investments.
- c) Identify business and mission needs as input into the development of EPA's IT/IM Strategic Plan.
- d) Advise the CIO on operational implications of potential decisions.
- e) Review, evaluate and make recommendations relative to the IT/IM Strategic Plan.
- f) Review and provide input on IT/IM Strategic Plan goals.
- g) Identify new IT/IM requirements for the identification and evaluation of new technology solutions.
- h) Develop acceptance criteria for new and modernized investments and existing expenditures.
- i) Identify cost avoidances.
- j) Maintain accountability for providing recommendations to the CIO on EPA's IT/IM Policy Portfolio, with the option of delegating review of IT/IM policies, procedures, and guidelines within the CIO SAC member's NPM.
- k) Address other strategic IT/IM issues at the request of the CIO.
- l) As the IRB, review data trends from EPA's ITPRs and make recommendations relative to:
  - i. IT/IM priorities
  - ii. Opportunities to avoid costs, reduce duplication, save costs, strategically improve products or services, and consolidate where possible (e.g., licenses, solutions, etc.)

**6. MEETINGS**

**(6-1)** The CIO SAC shall generally meet four times a year, with one (1) meeting focused on the IRB Review. Additional meetings may be called on an ad hoc basis, to address urgent or unanticipated changes in circumstances, at the discretion of the Chair.

**(6-2)** Meetings shall only be conducted with a quorum. A quorum of the principals exists when 51% or more of CIO SAC members are present. The Chair shall have the authority to forgo quorum rules in extenuating circumstances.

**US Environmental Protection Agency  
Chief Information Officer Strategic Advisory Council (CIO SAC) Charter**

- (6-3)** Only CIO SAC members (or their pre-designated proxies) and invited presenters shall participate in discussions. CIO staff, as well as subject matter experts (as needed on topics pertinent to the CIO SAC), may participate in meetings at the discretion of the Chair.
- (6-4)** Each CIO SAC member may have available an advisor from the CIO SAC Member's organization to provide support during the CIO SAC meetings.
- (6-5)** Agenda items for CIO SAC meetings may be proposed by the CIO or any CIO SAC member.
- (6-6)** Only the CIO SAC member (or pre-designated proxy approved by the Chair prior to the meeting) may vote on matters before the CIO SAC.
- (6-7)** Each Program Office and Region shall have only one (1) vote. The Chair shall remain a non-voting member.
- (6-8)** Final CIO SAC recommendations for the CIO shall be based on a simple majority vote. All approved votes shall be forwarded to the CIO as formal recommendations for approval.
- (6-9)** Formal recommendations from the CIO SAC shall be brought to the CIO for decision.
- (6-10)** Substantive disputes or disagreements shall be referred to the CIO, as appropriate.

**7. RESOURCES**

- (7-1)** CIO staff shall ensure meeting materials are developed in advance of meetings and are provided to members in advance.
- (7-2)** CIO staff shall be responsible for ensuring that CIO SAC meetings, including action items and agreements, are documented, and posted to the CIO SAC collaboration space.

**8. APPROVAL**

---

Vaughn Noga  
Chief Information Officer  
and Deputy Assistant Administrator for IT/IM  
U.S. Environmental Protection Agency

---

Date