



AZNet II- Network & Voice Oversight Committee Charter

Rev.: September 29, 2016

Purpose

Guide AZNet II Network & Voice activities for the State, to manage and reduce risk. Create and execute a prioritized strategy and roadmap for the oversight of the current contract and the development of next contract.

Scope

Provide direction on the development and review of state-wide policies, procedures and guidelines in regards to AZNET II Network & Voice architecture for agencies, boards and commissions.

Sponsorship

The Network & Voice Oversight Committee is selected and approved by the CIO Council and is co-chaired by ADOA-ASET-EIC and one of the large or medium agencies. Strategic oversight of the AZNET II contract is performed by the committee by delegated authority from the CIO Council. Executive Sponsor is the State CIO.

Membership Structure

The Committee consists of 14 members and will be co-chaired by a member of ADOA-ASET-EIC and one of the large or medium agencies.

Committee **voting** member roles include:

- Network & Voice Managers from agencies
 - 3 Large (Confirmed: DES, ADOT, DOC)
 - 4 Medium (e.g. AHCCCS, DPS, DOR....)
 - 3 Small (e.g. DEQ, DEMA...)
 - 1 Representing Boards & Commissions
- Chair of the SPR oversight committee or designee by State Chief Information Security Officer
- 2 members of ADOA-ASET-EIC team Oversight identified by State Chief of Managed Services/Chief Information Officer

Committee **non-voting** member roles include:

- ADOA-ASET-EIC Finance Manager- As needed
- Service Provider_ As needed

Voting Members are selected as follows:

1. Large agencies specified above;
2. Medium size agencies are selected by the CIO Council or by State Chief of Managed Services as delegated authority by State CIO from medium size agencies;
3. Small size agencies are selected by the CIO Council or by State Chief of Managed Services as delegated authority from State CIO from small size agencies;
4. Chair of the SPR Committee; and
5. ADOA-ASET-EIC staff by position responsibility.

The committee will review membership and re-elect members based on above criteria on annual basis.

Administrative support will be provided by ADOA-ASET-EIC. Participation of Non-voting member agencies are encouraged as observers.

Committee Responsibilities

1. Coordinate the development and review of state-wide policies, procedures and guidelines.
2. Recommend, review, and prioritize Non–emergency implementations for Network & Voice initiatives and projects.
3. Collaborate between the ADOA-ASET-EIC program and State agencies for increased awareness and cooperation.
4. Review and comment on the performance and effectiveness of the AZNet II Program.
5. Provide reporting to the CIO Council on the Committee’s progress and decisions impacting the participating agencies, boards and commissions.

Meetings

Meeting Schedule

Following the formal meeting to create a roadmap and workgroups, initial meetings will be held at minimum once a quarter.

Decision Model

Decisions will be made through membership majority vote in attendance. Decisions that the committee cannot resolve, will be escalated for resolution to the ADOA Chief of Managed Services and the CIO Council.

Meeting Agenda

An agenda will be drafted by the committee co-chairs with consultation from committee members and stakeholders. It will be distributed to members in advance of the meeting. Feedback will be incorporated into the final agenda.

Attendance

All members of this committee are expected to actively participate, to meet the charter and objectives. If members cannot attend, a proxy will be recognized. Members will be replaced, if they miss three consecutive meetings or more than half of meetings within a 12-month period. Committee members may invite additional attendees to participate when needed.

Work groups

Workgroups will be formed to support key initiatives, and to add expert resources beyond the committee membership. Co-chairs may also designate ad hoc teams to conduct specific work and report back to the committee. These teams will include non-committee members that are subject matter experts. A committee member will provide leadership and direction to each work group.

Standing Work Groups

- Identified by Chief of Managed Services as needed

Workgroup Charter Statements

At the direction of the committee, work groups will complete required charters and submit back for review and approval by the committee.

Communication

Meeting notes and action items will be documented at each committee meeting. Following each meeting, these will be distributed to the committee members prior to the next meeting, and posted to the committee website. Non-member agencies and management sponsors will be copied.

Charter, meeting schedules, membership roster, and other documents will also be posted to the committee website.

Appendix:

Current Membership Roster (max 13)

Revision History

- Rev.: 7/13/2012, EIC _ Suzan Tasvibi-Tanha
- Rev.: 7/13/12, Agency Working Group
- Rev: 7/19/2012, Agency Working Group
- Rev: 8/31/2012 EIC_Suzan Tasvibi-Tanha
- Rev: 7/25/2016 ADOA-ASET-EIC Suzan Tasvibi-Tanha
- Rev: 8/12/2016 ADOA-ASET-EIC Suzan Tasvibi-Tanha