

# SOA Governance Group Charter

## October 1, 2007

### DRAFT

**Workgroup Sponsor:** State CIO

**Workgroup Chair:** Agency Information Officer, Health and Human Services Agency

**Vice Chair:** Chief Deputy Director, Department of Technology Services

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#### 1.0 Introduction

The purpose of this document is to establish the charter for the SOA Governance Group. Today, we have a “siloeed” environment where each system was built to fully support its own business initiatives within the boundaries of its organization. Where interoperability was required to other systems, expensive and brittle “point-to-point” interfaces were created. Additionally, each system manages its own security and user information based primarily on the individual organization’s needs.

A new IT infrastructure is needed to enable government entities to offer new business services in a shorter timeframe, at a lower cost, and in a secure manner. Private industry and the Federal government have chosen a Services Oriented Architecture (SOA) as the basis for this infrastructure. California is following their lead and is planning to move to this new infrastructure in the near future.

A key goal is to ensure that all stakeholders (different levels of government, public and private organizations) can utilize the new SOA infrastructure. Initially, we will begin with a select set of state departments, but the goal is to architect the infrastructure to accommodate the broader class of users. Since this will be a shared environment, governance will be critical for its success.

#### 2.0 Mission

Initially, the SOA Governance Group serves as an oversight group to facilitate the planning, development and deployment of an SOA infrastructure in California state government. Ultimately, it will be the governing body for managing shared infrastructure across all levels of California government.

#### 3.0 Group Responsibilities

The SOA Governance Group will provide leadership and make recommendations as follows:

- Provide oversight across member department projects to ensure a single logical SOA environment with consistent policies, processes, and interoperability standards.
- Determine how many SOA environments should ideally exist, and provide guidance to other departments to leverage the shared environments.
- Establish the SOA infrastructure. This includes:

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- Establish an initial funding model for SOA infrastructure.
- Establishing a process for managing shared service ownership.
- Establish a process for testing and certifying services that will be deployed into the SOA infrastructure.
- Establish interface and interoperability standards
- Determine how to sustain the SOA environments.
- Establish roles and responsibilities for users of shared services.
- Establish the Federated Identity Service environment. This includes:
  - Determine how to leverage the Identity Management System resulting from EDD's Federal grant
  - Establish process for becoming an Identity Service Provider.
    - Funding model.
    - Project process.
  - Ensure coordination among identity service providers and consumers.
- Provide standard language for SOA and Identity Management that all state entities can use in project and contract documents.

#### **4.0 Membership**

##### **4.1 Criteria**

Members of the SOA Governance Group consist of departments/agencies that are managing or planning to deploy SOA-based solutions that will use the State's shared SOA infrastructure. Members will represent that department or agency business area for policy, process, and enterprise technology review, and recommendations as appropriate. The SOA Governance Group requires active and consistent participation from members.

##### **4.2 Voting Members**

A roster of current members will be maintained by the Chair. Each department or business entity represented will carry one-vote. The vote of the Chair will only apply where no decision can be reached, such as in the event of a tie. Members are based on position, not person.

See Appendix A for a list of current voting members.

#### **5.0 Officers and Records**

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#### 5.1 Chair

The AIO, CHHS will serve as the Chairperson of the SOA Governance Group. The Chair will:

- Preside over all regular and, if required, special meetings of the SOA Governance Group.
- Oversee the coordination and function of the SOA Governance Group meetings, including setting the time and location of the meetings.
- Create and distribute an agenda for SOA Governance Group meetings in advance of each meeting date.

#### 5.2 Vice-Chair

The Chairperson shall designate the Vice Chair. The Vice Chair will serve as the Chair when the Chairperson is unable to attend meetings.

#### 5.3 Staff Support

Initial support resources for the SOA Governance Group will be initially provided by DTS which will also be responsible for maintaining the official records of the SOA Governance Group. Ongoing staff model will be determined by the group.

#### 6.0 Interaction with Other Groups

- Enterprise Leadership Council, Enterprise Process Advisory Committee, IT Council

The SOA Governance Group will frame issues and make recommendations to EPAC and the ITC on issues that have enterprise impact and that require governance, funding, or process decisions. In turn, EPAC may forward recommendations along with additional comments to the ELC.

- California Enterprise Architecture Program

CEAP is responsible for establishing the overall blueprint for SOA and will continue to provide leadership, research, and recommendations. The SOA Governance Group will determine how best to implement the blueprint as well as provide feedback to CEAP to continually improve SOA in California. The Identity Management Workgroup was formed by CEAP to research, collaborate, and provide recommendations on federated identity management. Where appropriate, the SOA Governance Group will consider and act on these recommendations.

#### 7.0 Voting Rights; Quorum

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All decisions made by the SOA Governance Group will be decided by a simple majority vote of the member represented departments and agencies, provided that a quorum of members is present at the meeting. A quorum of half plus one of the voting department/business entity representation must be established in order for an issue to be decided by majority vote at any meeting. The SOA Governance Group will act upon the agreement of a simple majority vote except as specifically provided elsewhere in the Charter. The Chair will vote only where no decision can be reached, such as in the event of a tie.

Voting will be done by a show of hands of the designated voting member for the department or agency.

#### **8.0 Meetings**

The SOA Governance Group will meet on a frequent basis to address SOA infrastructure issues and share information across the target environments. Advanced meeting invitations and agendas will be sent out to all members prior to the scheduled meeting. SOA Governance Group meetings are not open to the public. The SOA Governance Group is not subject to Bagley-Keene Open Meeting Act because it is not established by statute or executive order and is not required by law to hold official meetings.

The Chair will facilitate open discussions among members.

#### **8.1 Regular Meetings**

Until the initial SOA infrastructure is considered production ready, the SOA Governance Group will meet the first non-holiday Monday each month from 1:00-2:30 at the Office of Systems Integration, with additional meetings scheduled as needed. Thereafter, the SOA Governance Group will establish a meeting schedule that reflects the ongoing needs of the statewide enterprise.

#### **8.2 Meeting Agenda**

An agenda for regular meetings of the SOA Governance Group will be prepared by the Chair or Vice-Chair, and will be sent to each member of the SOA Governance Group seven working days in advance of each meeting. Discussions and actions by the SOA Governance Group will not, however, be limited to the items included on the agenda, but may include any new business that is consistent with the charter and within the duties and powers of the SOA Governance Group.

#### **8.3 Special Meetings**

The SOA Governance Group may hold special meetings upon the call of the Chair.

#### **8.4 Action Without a Meeting**

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Actions of the SOA Governance Group may be taken without a meeting if the action is taken unanimously by all voting representatives of the SOA Governance Group. The action will be evidenced by one or more written consents, whether executed manually or electronically.

#### **9.0 Authority**

Initially, while the SOA infrastructure is being planned, developed, and deployed into a production environment, oversight authority is granted via the departments/agencies to the voting members consistent with their normal positions within their respective organizations.

Following this period, it is anticipated that this charter will be amended and additional authority will be granted consistent with managing an enterprise that accommodates different levels of government as well as public and private stakeholders.

#### **10.0 Amendments to the Charter**

This Charter may be amended upon a simple majority vote of an established quorum. Any request to modify this Charter must be submitted in writing to the SOA Governance Group Chair.

#### **11.0 Miscellaneous**

This Charter takes effect upon signature by the Chair, and approval of the voting representation of the SOA Governance Group.

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Document Revision History

Revision Date	Update Author	Version	Description of Change
10/01/2007	K.Dudley	20071001_v0.2	Added DOJ and SCO to Appendix A – Voting Members

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**Appendix A – Voting Members**

Director, Department of Technology Services	(P.K. Agarwal)
Chief Deputy Director, Department of Technology Services	(Mitzi Higashidani)
Chief Information Officer, Employment Development Department	(Dale Jablonsky)
State Chief Information Officer	(J. Clark Kelso)
Acting Director, California Enterprise Architecture Program	(Lee Macklin)
Chief Information Officer, Department of Health Services	(Christy Quinlan)
Director, Office of Systems Integration	(Carlos Ramos)
Chief Information Officer, Department of Social Services	(Cal Rogers)
Chief Information Officer, Department of Motor Vehicles	(Bernard Soriano)
Chief Information Officer, Department of Justice	(Ned Harlan)
Assistant Chief Information Officer, State Controller's Office	(Jan Ross)