

(2) Serve as the TRB Chair in the absence of the Deputy Chief Information Officer.

(3) Coordinate and confer with the TRB Chair on all matters before the Board.

E. Deputy Chief Financial Officer (CFO)

Provide assessments of proposed or enhanced financial systems, which address the issues of compliance with government wide standards. Without such compliance, the proposed system cannot be considered under TRB rules. The Deputy CFO may ask for technical review by one or more of the TRB committees or working groups to assist in the compliance determination.

F. Director, Office of the Chief Information Officer (OCIO) Programs

(1) Serve as the Executive Secretary for the TRB. Executive Secretary duties include:

- Manage TRB administrative staff support;
- Prepare read-ahead materials and agendas, in consultation with the Chair and membership, for TRB meetings;
- Prepare meeting minutes;
- Post agendas and minutes in the Public Library section of the I-TIPS;
- Oversee and direct all votes taken by the TRB; and

—Support the Chair in preparing for and conducting meetings.

G. Technical Review Board Members

Coordinate and consult with senior policy and program officials within their respective agencies to:

- (1) Review IT initiatives to ensure risks and returns have been adequately and accurately assessed. Reviews of IT initiatives will include assessments of IT investment:
 - Screening information
 - Scoring information
 - Return-on-investment information
 - Cost, schedule, and technical performance information
 - Alignment with e-government and IT security issues
- IT initiative supporting documentation, including business case, risk assessments, financial information, technical documentation, project planning documentation, privacy impact assessments, and vulnerability assessments.
- (2) Develop and provide recommendations to the MRB.
- (3) Participate as members on TRB sub-committees.
- (4) Address common IT issues, including security and privacy, and provide recommendations for the resolution of these issues to the CIO and/or MRB.

(5) Communicate the direction of IT initiatives, particularly those which are Secretarial initiatives.

(6) Provide guidance to the standing sub-committees on IT Capital Planning and Enterprise Architecture.

(7) Identify opportunities for common IT investments and initiate studies and recommendations to the MRB and/or the CIO.

H. Technical Review Board Advisors

Provide advice commensurate with their specific area of expertise to the TRB Chair and Vice Chair on matters before the TRB. The advisors do not have votes in addition to their agencies' votes as members. (SOL, OIG and ODEP are considered "small agencies" with rotating members for purposes of TRB voting.)

Meeting Protocol

(1) The TRB meets on a monthly basis, with additional or special meetings called by the Chair, as necessary.

(2) At least one TRB member from a majority of TRB member agencies must be present to adopt a TRB resolution.

(3) The Executive Secretary acts as facilitator and parliamentary authority for all meetings.

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