

State of Washington
Interagency Continuity of Operations Committee
CHARTER

Purpose

The Interagency Continuity of Operations (iCOOP) Committee is a standing committee of continuity professionals established to promote the coordination of comprehensive and effective continuity activities across state agencies and to advise the Office of the Governor on issues of state government continuity.

Establishment and Authority

Governor Christine Gregoire established the iCOOP Committee on October 15, 2012 through Governor's Directive 12-20, *Continuity of Government Operations Preparation*. The directive sets forth the policy framework for continuity activities within state government and directs the formalization of an interagency continuity of operations committee to coordinate and guide the implementation of continuity activities across state agencies. The iCOOP Committee carries on the work of the informal Interagency Continuity of Operations Work Group which began in 2007.

Goals and Objectives

The overarching goals and objectives of the iCOOP Committee are to:

- a) Improve the ability of state government to continue to provide essential functions and services under all conditions.
- b) Define, identify, review, and prioritize state government essential functions and services¹.
- c) Identify, review, and prioritize information technology systems, services, and requirements that support the essential functions identified in (b).
- d) Build a shared understanding across state agencies of continuity activities, concepts, terms, and requirements.
- e) Enhance the coordination of continuity activities between state agencies.
- f) Map interdependencies between state agency continuity of operations plans and ensure compatible planning assumptions.

¹ For purposes of this document and furthering the discussion, "state government essential function" means an essential function at the enterprise, cross-agency level that ensures the continuity of state government (sometimes referred to as Continuity of Government or COG). COG is government-wide. This is differentiated from COOP in that COOP is agency-specific (accordingly, a COOP essential function is an agency-specific function).

- g) Provide a mechanism to share professional continuity recommendations and subject matter expertise with state government leadership and other stakeholders, including the Office of the Governor.

Concept of Operations

1. Membership and Participation

- a. The iCOOP Committee membership is comprised of up to two (2) members per state agency: one member representing the continuity of operations function and one member representing the information technology disaster recovery function. Agencies may designate one member to serve both functions. Members must be designated by their agency head and this designation, along with contact information for the members, shall be provided in writing to the Military Department. The Military Department will maintain a list of designated iCOOP Committee members and a list of all sub-committee participants.
- b. It is expected that members will actively participate in committee meetings and activities.
- c. The iCOOP Committee will meet on a regular basis as determined by the iCOOP Committee. Initially, the committee will meet monthly.
- d. Meetings of the iCOOP Committee may be in person or by conference call.
- e. A quorum for meetings of the iCOOP Committee or any sub-committee shall be the participating members.
- f. Action taken by the iCOOP Committee or any sub-committee shall require a majority vote of those members present at a meeting called in accordance with the proper notification outlined below (1.h.). Each iCOOP Committee member present shall have one vote.
- g. The iCOOP Committee will conduct votes on proposals, finalized products and recommendations. Any vote on a recommendation or proposal will take place no sooner than the next scheduled meeting. The intent is to allow working activities to continue within sub-committees and reach majority consensus on sub-committee work with no formalized vote.
- h. Email notice of the time and place of all meetings of the iCOOP Committee will be provided to each member no later than two weeks prior to the meeting, together with an agenda of the items for which action may be taken. Any supporting documents or proposals will be provided with the agenda in order to allow research and review prior to voting.

2. Organizing for Effectiveness

- a. The iCOOP Committee chair is the Governor's Chief of Staff or his or her designee.
- b. The iCOOP Committee shall elect from its membership a Co-Chair, Vice-Chair, Secretary, and two members at large to serve as the Committee's Steering Team. The purpose of the Steering Team is to provide organization and coordination to the overall iCOOP Committee. The responsibilities of the Steering Team include:
 - i. Planning and organizing iCOOP Committee meetings.
 - ii. Developing processes and strategies for achieving the goals and objectives of the Committee.

- iii. Preparing and submitting progress reports on behalf of the iCOOP Committee.
 - iv. Communicating with the iCOOP Committee, sub-committees, the Governor's Chief of Staff, and other stakeholders.
- c. The Steering Team terms of office will be as follows:
- i. The Co-Chair, Secretary, and Member at Large (Position 1) will be elected every odd year to serve a two-year term of office.
 - ii. The Vice-Chair and Member at Large (Position 2) will be elected every even year to serve a two-year term of office.
 - iii. Elections will be held annually at the March meeting of the iCOOP Committee. Terms of office will begin in April and run through March at the end of a two year term of service. The first election for all positions will be in March 2013. The initially elected Co-Chair, Secretary, and Member at Large (Position 1) will serve from April 2013 through March 2015. The initially elected Vice-Chair and Member at Large (Position 2) will serve from April 2013 through March 2014. Subsequent terms of office for all positions will be two-year terms.
 - iv. If a vacancy occurs on the Steering Team the remaining Steering Team members will solicit volunteers for the vacant position and appoint an individual for the remainder of the term.
 - v. Any member of the Steering Team can be removed for cause by a two-thirds majority vote of the iCOOP Committee.
- d. Standing and *ad hoc* sub-committees may be established by the Steering Team to accomplish the purpose, goals, and objectives of the iCOOP Committee. *Ad hoc* sub-committees may be disbanded at the discretion of the Steering Team. Initially, one standing sub-committee is hereby established: the Standards and Solutions Sub-committee.

3. Standards and Solutions Sub-committee

- i. The purpose of this sub-committee is to review policies, methodologies, and initiatives proposed by the iCOOP Committee, and to transform these concepts into practical continuity procedures, standards, tool sets, and solutions.
- ii. This sub-committee will consist of members from the sub-committee that authored the proposal in addition to members drawn from Department of Enterprise Services (DES), Consolidated Technology Services (CTS), Military Department (MIL), and Office of the Chief Information Officer (OCIO).
- iii. All work products developed by this sub-committee will require review and approval from the iCOOP Committee.

Periodic Charter Review

On an annual basis the iCOOP Committee Charter will be reviewed by the Steering Team. Recommended changes to the charter will require a two-thirds majority vote of those members present at a properly scheduled meeting of the iCOOP Committee.

Charter Approval

This charter was approved at the February 26, 2013 iCOOP Committee meeting.