

## Appendix A – Certification Standing Committee (CSC) Charter

### A1 Introduction

#### A1.1 CSC Vision and Mission and Objectives

Alignment with Boundaryless Information Flow: Our **vision** is a foundation of a scalable high integrity TOGAF certification programs for individuals, organizations, and tools in support of certified architects, creating certifiable architectures, using certified architecture tools yielding Boundaryless Information Flow™ and lowering the overall cost of integration and interoperability.

Alignment with Enterprise Architecture: Our **mission** is to act as the specification authority for, and to professionally manage resolutions to, the certification program in a organized fashion based on a balanced view of business value between customers and suppliers of certified TOGAF products (people, process, and technology). TOGAF contains a method that can be used to develop Enterprise Architectures.

**Objectives:** This standing committee is charged with providing input on the direction of the TOGAF Certification program and acting as the Specification Authority for issues arising from the program. As such the current objectives are to establish an overarching strategy for TOGAF Certification covering a release strategy, the value proposition, a position on relationship and level of independence from other certification programs, and the incorporation of Industry best practices from other Certification Programs. Also the following objectives are being considered:

- Update certification program for 2008 revision to TOGAF
- Update certification program with new criteria as appropriate to improve quality
- Understand certification renewals

#### A1.2 Principles

The CSC inherits the principle of the Architecture Forum including:

Principle #1 (repeat from Forum) – The primacy of principles

- All the Forum's decisions, and decision-making processes, will be based on principles that are agreed by, and openly accessible to, members of the Forum.

The following are specific principles of the CSC:

Principle #CSC-1 – Integrity

- The Certification Program is based upon and will always focus on the highest levels of integrity

Principle #CSC-2 – Build on success

- No new certifications will devalue any existing certifications, throughout their validity, for either individuals, or enterprises

Principle #CSC-3 – Scale for future success

Principle #CSC-4 – Respond to business context for certification

- The business context of providers and customers

Principle #CSC-5 – Apply experience and advances in other certification programs

Principle #CSC-6 – Divide work for parallel execution

Principle #CSC-7 – Manage

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- Short Term projects
- Long Term initiatives

Principle #CSC-8 – Follow existing rules of operation

- Certification procedures must be approved by the Certification Authority as being within their capability to administer
- Certification procedures must be approved by the Certification Authority as complying with all current legal constraints

### A1.3 Specific CSC Process Steps

The Certification Standing Committee's Operating Model is based on as-needed issue recommendation generation following a well defined process outlined below. The existence of unresolved issues, formal issues associated with the Certification Specification, or ad-hoc issues about the TOGAF Certification Program, initiate action in the CSC. The issues are addressed by making recommendations to the appropriate body. The CSC makes no program or specification decisions, it only makes recommendations.

The Operating Model for the CSC includes issue processing facilitated by The Open Group infrastructure. The following describes the high level steps for processing issues.

Issue capture according to the issue template

Issue understanding

Issue recommendation formulation

Issue recommendation consensus

Issue recommendation communication

Issue recommendation feedback (issues is responded to, either positively or negatively)

#### Issue Template:

Submitter name:

Submitter organization:

Issue Description: [describe the issue]

Issue Impact: [describe the impact of not dealing with this issue]

Issue Urgency: [enter Urgent or Not urgent AND Important or Not important per Steven Covey's time management matrix]

Issue Time Window: [enter the timeframe in which this issue must be addressed, else the negative impact will be realized]

Willingness to participate in follow-up: [yes|no]

Current list of issues will be made available on the Standing Committee's website.

The structure of the CSC is described in the section below.

### A1.4 Status

The CSC Charter was approved in July 2008 by the Architecture Forum. This is published as Appendix A to the Architecture Forum Charter.

### A1.5 Revision History

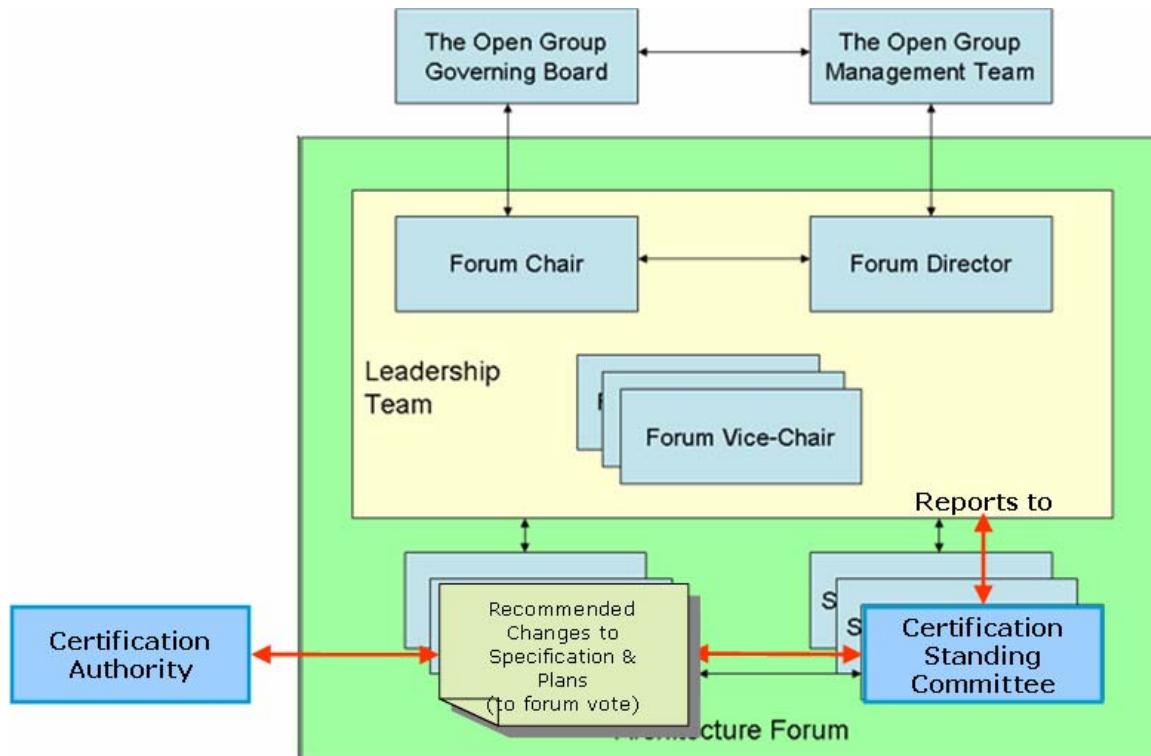
Version	Date	Status
D1.0	13 <sup>th</sup> Jan 2008	Initial draft prepared
D2.0	20 <sup>th</sup> Jan 2008	Minor edits
D3.0	21 <sup>nd</sup> Jan 2008	Added Section A2.4 and edited Section A3
D4.0	21 <sup>nd</sup> Jan 2008	Updated based on feedback
Issue 1.0	June 2009	Approved July 2008, Consent item 2007-07

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### A2. Structure

#### A2.1 Overview

The following diagram illustrates the structure of the CSC in context to the Architecture Forum and its key relationships to the rest of The Open Group.



The CSC will operate with a CSC Chair, a CSC Vice Chair, and an interested body of members. The CSC will operate under the Rules of Forum and report to the Architecture Forum Leadership Team.

The **CSC Chair and Vice Chair** are elected annually by the members of the Architecture Forum and are accountable to the membership of the Architecture Forum for operation and achievements of the CSC.

#### A2.2 CSC Chair

The CSC Chair is accountable to the membership of the Architecture Forum for operation and achievements of the CSC.

Specific responsibilities of the Chair include:

- Convening meetings of the Standing Committee and agreeing the objectives and agenda for each meeting with the rest of the Standing Committee.
- Chairing meetings of the Standing Committee; managing the Standing Committee meetings to achieve their objectives within the published agenda.
- Reporting to Architecture Forum or Governing Bodies of The Open Group on the activities of the Standing Committee.
- Reporting any direction given by The Open Group Governing Board to the members of the Standing Committee.

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- Monitoring the activities of the Standing Committee and bringing to the attention of Standing Committee any matter where there does not appear to be sufficient consensus to meet the formal governance requirements of The Open Group.
- Liaison with the Chairs of other Forums to encourage consistency of certification practices within The Open Group.
- Ensuring that the consensus process is adhered to for all decisions of the Standing Committee.
- Ensuring that all projects within the Standing Committee are documented in the Standing Committee annual plan and roadmap of deliverables.
- Ensuring that all projects within the Standing Committee have open accessibility in participation to all Standing Committee members and that all deliverables are regularly accessible.

### A2.3 CSC Vice Chair

The CSC Vice Chair is accountable to the membership of the Architecture Forum for operation and achievements of the CSC. The Vice Chair is responsible for supporting the activities of the Chair as needed including active participation as defined above. In the event that the Chair is unable to attend a meeting, the Vice Chair shall assume the role of Chair.

Specific responsibilities of the Vice Chair include:

- Supporting the chair activities
- Agreeing the schedule of meetings and teleconferences to progress the work.
- Soliciting input from members with respect to the content of all meetings of the Standing Committee.
- Agreeing the objectives and agenda for each meeting.
- Formulation of proposals for [this does not preclude any other members from making such proposals]:
  - Changes to the structure of the Standing Committee and its operating procedures.
  - Establishment of new projects; Changes in scope of projects;
  - Termination of projects.
  - New Standing Committees; Changes in scope of Standing Committees;
  - Closure of Standing Committees.
  - Resolution of issues.
- Acting as an escalation body to handle any issues arising from the Standing Committee membership.
- Working with the Architecture Forum Director to develop and maintain the Standing Committee annual plan and roadmap of deliverables.
- Ensuring that new work items follow the established Customer Council guidelines for starting new work items within The Open Group.

### A2.4 CSC Secretary

The primary responsibility of the CSC Secretary is to provide support for the operation of the CSC.

Specific responsibilities of the CSC Secretary include:

- Publishing notification of meetings of the CSC, together with the agenda and objectives in consultation with the Chair.
- Publishing appropriate minutes of all meetings of the CSC.
- Co-ordinating the provision of other resources from The Open Group to meet the needs of the CSC. (Web Support, Technical editing, Marketing, Product/Project Management etc.)
- Liaison with the Director of the Architecture Forums to avoid duplication of effort and encourage synergy among certification programs.

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### A3. CSC Operation

The CSC uses proven Project Management techniques to ensure that its activities proceed in an orderly manner and that the deliverables need to achieve consensus within The Open Group membership to be accepted.

Wherever they are relevant, best practices and methods recommended by the CSC will be applied by the CSC.

The following section describes the key operational processes and responsibilities. Refer to section 4 for details procedures for voting, convening meeting etc.

Processes for standard organization operations and management follow the procedures of the Forum. Below are descriptions of the CSC specific processes.

#### A3.1 Issue Capture

Issue capture will be accomplished according to the existing problem reporting system accessed through

<http://www.opengroup.org/togaf/cert/PR/> .

Purpose:

Faithfully capture issues and enough context that issues can be prioritized and processed.

Issue documentation must minimally include:

- Submitter name
- Submitter organization
- Issue Description
- Issue Impact
- Issue Urgency
- Issue Time Window
- Willingness to participate in follow-up

Responsible: Issue Proposer

Accountable: Issue Proposer

Consulted: na

Informed: Architecture Forum Members, CSC

Decision: na

#### A3.2 Issue understanding

Purpose:

Ensure that the issue is truly understood, including root cause and impact. This typically includes doing some level of research and analysis.

Issue documentation must minimally include:

- Validated Issue Description
- Validated Issue Impact
- Validated Issue Urgency
- Validated Issue Time Window

Responsible: CSC Secretary

Accountable: CSC Chair, CSC Vice Chair

Consulted: CSC

Informed: Architecture Forum Members, CSC

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Decision: CSC Chair

### A3.3 Issue recommendation formulation

Purpose:

Engage a subset of the Certification Steering Committee interested in the formulation of an issue resolution – called an CSC Issue Action Team.

Issue resolution must minimally include:

- Recommended changes and timeframes to specific TOGAF Certification Program.

Responsible: CSC Issue Action Team

Accountable: CSC Chair, CSC Vice Chair

Consulted: Architecture Forum Members

Informed: Architecture Forum Members

Decision: na

### A3.4 Issue recommendation consensus

Purpose:

Ensure there is consensus on the proposed issue resolution.

Issue resolution must minimally include:

- Recommended specific change requests and timeframes to specific TOGAF Certification Program or specific new Programs.

Responsible: CSC Secretary

Accountable: CSC Chair, CSC Vice Chair

Consulted: Architecture Forum Members, CSC

Informed: Architecture Forum Members, CSC

Decision: Architecture Forum Members

### A3.5 Issue recommendation communication

Purpose:

Ensure that the issue recommendation is communicated clearly to the organizations involved in the proposed issue resolution.

Issue resolution must minimally include:

- Recommended changes and timeframes to specific TOGAF Certification Program.

Responsible: CSC Secretary

Accountable: CSC Secretary

Consulted: na

Informed: Architecture Forum Members, CSC

Decision: na

### A3.6 Issue recommendation feedback

Purpose:

Ensure all issues result in communication back to the original submitter about the final disposition of the issue. This communication should be made regardless of whether the issue was accepted or rejected.

Issue response must minimally include:

- Disposition of issues (accepted or not-accepted)
- Rationale for disposition
- Description of plan for resolution

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Responsible: CSC Secretary  
Accountable: CSC Chair, CSC Vice Chair  
Consulted: na  
Informed: Issue Proposer  
Decision: na

### A4. Specific Processes

Process and rules for elections, voting, quorum, teleconferences, email-ballots, and minutes follow Forum guidelines and so are not repeated here. The following highlights where, given the ad-hoc nature of issues, exceptions are recommended.

#### A4.1 Meetings of the CSC

The nature of the CSC's work is somewhat ad-hoc, since it is dealing with issues that arise. It is envisioned that the CSC will stand-up a monthly teleconference to discuss status and track issue processing.

The dates and location of all face-to-face meetings of the CSC shall be published at least 4 weeks in advance, and the agenda of such meetings shall be published at least 2 weeks in advance.

Any matter requiring a resolution by the members of the CSC shall be notified to members of the CSC at least 2 weeks in advance. Any member of the CSC may request that a matter not so notified be deferred to another properly constituted meeting.

Proxy and absentee ballots are not allowed. Remote teleconference access to face-to-face meetings is permitted where this is feasible.