

Enterprise SPICE Advisory Board Charter **February 2009**

Background: The process community recognized the need for an integrated standards-based enterprise model and requested an international activity to develop such an assessment model. The SPICE User Group endorsed the initiative to establish an Enterprise Integrated Standards-Based model (Enterprise SPICE) for use with international standard ISO/IEC 15504 (SPICE). Enterprise SPICE was formally launched at the SPICE2007 conference in Seoul, Korea

Enterprise SPICE will integrate and harmonize existing standards as determined by the project stakeholders to provide a single process reference model and process assessment model that addresses broad enterprise processes. Enterprise SPICE will provide an efficient and effective mechanism for assessing and improving processes deployed across an enterprise.

Purpose: The Enterprise SPICE Advisory Board (AB) is responsible for the governance of the Enterprise SPICE project. As such the AB will advocate and support the Enterprise SPICE initiative, and provide advice, direction, and decision-making regarding work in the Enterprise SPICE project.

Membership:

- Advisory Board members are senior executives and/or advocates with strong stakes/interests in Enterprise Process Improvement.
- All Members (including co-chairs) serve for a period of 2 years (renewable).
- The first 2-year period commenced January 1, 2008. All members of the advisory board will be up for re-election at the end of 2009
- Elections will be held in December 2009, 2011, etc. The current chair/s of the AB are responsible for ensuring that elections occur in a timely manner.

Initial composition

- Officers: Two Co-Chairs. Recorder will be rotating.
- Members self nominated from within the Enterprise SPICE stakeholder groups
- The Advisory Board will consist of a maximum of 15 members.
- During the 2-year period, new members will be voted in by the Advisory Board, up to the maximum membership number..
- Enterprise SPICE stakeholders wishing to join the Advisory Board are asked to write a position statement describing:
 - what in their background or current position qualifies them to be on the AB (example: experience with authoring standards or process improvement models; sponsored, led or participated in an appraisal or audit against any standard or model, professional/community leadership,)
 - how they plan to further the interests of Enterprise SPICE
- Potential Advisory Board members from an underrepresented constituency (e.g., geography, domain or industry) may be given preference.
- The Advisory Board may increase the number of members to accommodate underrepresented constituencies.

Future Composition

- The Advisory Board will consist of a maximum of 15 members.
- There will be at least one member from each of the following geographical regions:
 - North America (USA and Canada)
 - Central and South America
 - Europe
 - Africa
 - Northern Asia Pacific (China, Japan, Korea)
 - Southern Asia Pacific (Australia, New Zealand, South-East Asia, Pacific Islands)

- Middle East and Indian sub-continent (India, Pakistan, Sri Lanka)
- One member will represent the SPICE User Group (to be identified by the SPICE User Group).
- All other members will be considered members at large
- If there is no nomination for one of the “reserved seats” - then the board position may be filled by available candidates
- The newly elected AB will decide on roles needed for their term of office and appoint AB members to fill these roles
- During their period of office the Advisory Board may increase the number of members to accommodate underrepresented constituencies.

General membership rules

- Advisory Board members who miss 3 Advisory Board meetings in row without sending regrets and 5 meetings in a row with regrets will be deemed to have resigned from the Advisory Board. Note: “sending a proxy” is equivalent to attending the meeting.
- Advisory Board members may identify a person from his/her organization to attend a meeting in the member’s place if one of the Co-chairs has been informed before hand. Members are expected to give their proxies voting instructions.

Roles and Responsibilities

- Establish operating and decision-making procedures for the Board
- Approve criteria for disciplines and standards to be integrated
- Approve recommended disciplines and standards based on criteria satisfaction.
- Elicit requests from stakeholders for disciplines and standards, as well as change requests and comments on existing content
- Approve project plans for baseline model and further evolution
- Approve initial baseline model and other final work products
- Provide/recommend subject matter experts to participate on Technical (Author) Team
- Provide feedback regarding progress, status, issues, etc.
- Encourage use and adoption of Enterprise SPICE
- Provide pilot cases where all or part of the Enterprise SPICE model can be tested – either in appraisals or process improvement implementation.
- Solicit support/funds for work in the Enterprise SPICE project

Decision Making

- Regular decisions: A quorum comprising 50% (rounded up) of the membership is required in order to make decisions. Decisions are made preferably by consensus if possible..
- When voting, proxies may be used if at least one of the Co-Chairs has been informed that the proxy will vote for the member.
- Decisions will be made by consensus. If a consensus can not be reached, then a vote will be taken and a decision passes with 2/3 approval.
- Voting by e-mail is permitted, but requires that the voter provide some explanation, rationale or justification for their vote.

Meetings

- AB meetings are held as teleconferences, normally once a month. It is desirable to have one face-to-face meeting annually.