



# STEERING COMMITTEE CHARTER

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## 1. PURPOSE

The purpose of this charter is to define the objectives, membership, decision making, meeting schedule, and roles and responsibilities associated with the StateRAMP Steering Committee.

## 2. BACKGROUND

State and local governments have taken steps to secure their systems and databases, but little has been done to validate security compliance and provide ongoing oversight of third-party service providers offering and/or using Platform as a Service (PaaS), Infrastructure as a Service (IaaS) solutions to manage state or local government data including PII, PCI, and/or PHI. At a time when cyber criminals have identified state governments as easy targets to exploit, States must do more than simply adopt cyber security standards. Developed with government procurement, public policy, IT, and information security officials, StateRAMP was created as a direct response to State’s lack of a cybersecurity verification program and duplicative verification costs for service providers.

StateRAMP was formed in partnership with state government Chief Information Officers (CIOs), Chief Information Security Officers (CISOs), Chief Privacy Officers, and Procurement Officials and private industries experts who serve state governments. The StateRAMP mission is to help state and local governments protect citizen interests while reducing service provider costs with a “verify once, use many” model and to implement a standardized approach to cloud security verification and ongoing risk assessment.



### 3. OBJECTIVES

To ensure the success of the program, the aforementioned parties have agreed to establish a StateRAMP Steering Committee (SRSC). The SRSC will possess the necessary technical and government policy knowledge and capabilities to provide States with industry verification standards and guidance related to cybersecurity and third-party solutions.

The committee will be comprised of government and commercial experts in the fields of cybersecurity, government, service providers and public policy. Once the SRSC has established its founding principles, the ongoing governance of the StateRAMP entity will transition to a StateRAMP Advisory Board.

### 4. MEMBERSHIP

The individuals and organizations listed below reflect membership of the Steering Committee.

Member	Role	Company
Joe Bielawski	President	Knowledge Services
Paul Baltzell	Vice President, Strategy and Business Development	Salesforce
Rich Banta	CISO, Data Center Architect	Lifeline Data Centers, L.L.C.
Ted Cotterill	State Chief Privacy Officer and General Counsel for Indiana MPH	State of Indiana
Dan Lohrmann	Chief Strategist and CSO Former CTO, CIO & CSO	Security Mentor (Former) State of Michigan
Jason Oksenhendler, CAP, AWS-CCP, CCSK	Senior Manager, Cyber Risk Advisory	Coalfire
Craig Orgeron, Ph.D.	Chief Information Officer	State of Mississippi
Jay White	Chief Information Security Officer	State of Mississippi
Tim Roemer	Chief Information Security Officer	State of Arizona
J.R. Sloan	Chief Information Officer	State of Arizona
Steve Nettles	Statewide Procurement Group Manager	State of Arizona
Paul Toomey	Founder and CEO	Geographic Solutions



## 5. ROLES AND RESPONSIBILITIES

The SRSC is responsible for establishing the policies and procedures to be executed by members of the StateRAMP Advisory Board and StateRAMP PMO and governing the actions of service providers, third-party assessment organizations (3PAOs), and StateRAMP using States. Policies and procedures determined by the Steering Committee include, but are not limited to:

- Long-term governance and best practices
- Internal controls to ensure transparency and credibility for all stakeholders and the public
- Partner engagement process including States, service providers, and 3PAOs
- Program Management Office structure and responsibilities
- Cost method evaluation and recommendations

Once the SRSC has established founding principles and policies and procedures have been adopted and validated, the ongoing governance of the StateRAMP organization will transition to a StateRAMP Advisory Board.

### 5.1 ASSOCIATION & AFFILIATION

**Association:** StateRAMP is not associated with any corporation or organization and is an independent peer professional organization.

**Affiliation:** StateRAMP shall be considered an independent organization. StateRAMP is not affiliated to any of the corporations/organizations which employ its members.

### 5.2 PURPOSES & STRUCTURE

**Structure:** StateRAMP shall be self-governing, non-commercial, non-sectarian, non-profit and non-partisan. StateRAMP will consist of individual members from qualifying corporations/organizations.

Members should not solicit business during StateRAMP events or activities. Further, affiliate members should not use StateRAMP events or activities for business development.

## 6. DECISION MAKING

The SRSC will elect a Chairperson to lead the meetings. The SRSC will follow general etiquette and meeting protocol and may adopt standing rules to govern the meetings, such as Robert's Rules of Order. Agendas, Presentations and Meeting Minutes will be compiled for each meeting and posted on a members-accessible secure website in a timely manner.



## 7. MEETINGS

1. The SRSC will:
  - a. Conduct monthly calls to help define StateRAMP processes, policies, governance, funding, marketing, and general operations and to receive feedback on developed and refined discussion topics.
    - i. Calls will occur on the 3<sup>rd</sup> Thursday of the month at 3:00 p.m. – 4:30 p.m. EDT from April to August 2020. Additional meetings will be scheduled as the Committee defines.
2. Knowledge Services will:
  - a. Serve as the SRSC Secretary during all proposed meetings, compile agendas, create and distribute reports for review, conduct research, and maintain meeting minutes.
3. A proposed schedule of meetings and related agendas is listed below. Please note, the agendas may be altered as needed to best achieve the SRSC's objectives.



## Proposed StateRAMP Steering Committee Meeting Schedule

<p><b>April 30, 2020</b> <b>3 p.m.</b></p>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review the StateRAMP.org purpose</li> <li>• Adopt StateRAMP Steering Committee Charter</li> <li>• Provide feedback on general StateRAMP process workflows</li> <li>• Invitation to participate in Topic-Specific calls (State Procurement, IT and Policy governance, Process Workflows, PMO Responsibilities and Parameters, Long term Funding Methods)</li> </ul>
<p><b>May 21, 2020</b> <b>3 p.m.</b></p>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• Review and adopt StateRAMP initial process workflows</li> <li>• Provide feedback on StateRAMP PMO Responsibilities and Parameters</li> <li>• Review and adopt short-term funding method</li> <li>• Discuss StateRAMP Marketplace Membership strategy</li> <li>• Invitation to participate in Topic-Specific calls (PMO Responsibilities, Internal Controls and Funding Methods)</li> </ul>
<p><b>June 18, 2020</b> <b>3 p.m.</b></p>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• Review and adopt refined StateRAMP PMO responsibilities</li> <li>• Provide feedback on long-term governance options</li> <li>• Provide feedback on internal control policies and procedures</li> <li>• Review and refine StateRAMP Marketplace Membership strategy</li> <li>• Invitation to participate in Topic-Specific calls (Internal Controls, Long-Term Governance, Funding Methods and Marketplace Membership Marketing Plan)</li> </ul>
<p><b>July 16, 2020</b> <b>3 p.m.</b></p>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• Review and adopt recommendations for long-term governance bylaws</li> <li>• Review and adopt recommendations for internal control policies and procedures</li> <li>• Provide feedback on long-term funding</li> <li>• Review Marketplace Membership Marketing and Stakeholder Outreach Plan</li> <li>• Invitation to participate in Topic-Specific calls (Stakeholder Outreach, Funding Methods, etc.)</li> </ul>
<p><b>August 20, 2020</b> <b>3 p.m.</b></p>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• Review and provide feedback on Marketplace Membership Outreach</li> <li>• Review and adopt methods for long-term funding</li> </ul>
<p><b>Autumn 2020</b> <b>StateRAMP Go Live</b></p>	<p>Goals:</p> <ul style="list-style-type: none"> <li>• Present StateRAMP at NASPO Annual Conference August 30 – September 2, National Harbor, Maryland</li> <li>• Present StateRAMP at NASCIO Annual Conference in October 11-14 in Minneapolis, Minnesota</li> </ul>



## **8. CHARTER ADOPTION**

This Charter was adopted by the aforementioned Members of the StateRAMP Steering Committee on 21st of the month of May in the year 2020.