JWDN Stakeholder Steering Workgroup Charter

This workgroup charter ("Charter") establishes one of many workgroups supporting one or more networks within the T3 Innovation Network umbrella, its "Network of Networks." It creates a dedicated forum for problem solving on behalf of one or more networks and enables deep dives into substantive issues and work on defined projects.

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JWDN STAKEHOLDER STEERING WORKGROUP CHARTER

SECTION 1. WORKGROUP DEMOGRAPHIC INFORMATION

1.1 WORKGROUP OVERVIEW

A. Workgroup Name: *JWDN Stakeholder Steering Workgroup* (hereafter "Workgroup")

B. Workgroup Description: The Workgroup is a <u>standing</u> workgroup of the Jobs and Workforce Data Network (JWDN or JWD Network). This standing workgroup will:

1. Compile, develop and advocate for stakeholder use cases consistent with the mission and vision of the JWD Network.

2. Create an open ongoing forum for coordinating and aligning related public and private initiatives and demonstration projects and promoting the design and testing of job and workforce data applications

3. Identify technical issues to be addressed by the Technical Workgroup and other T3 infrastructure networks

4. Develop achievable and measurable milestones based on the JWDN charter objectives and report progress at JWD network meetings

JWD Network Mission: The Jobs and Workforce Data (JWD) Network is an open global network dedicated to improving the development, organization, sharing, and utilization of high-quality, standards-based job and workforce data to create greater value for employers, workers/learners, government, and other stakeholders and improve the efficiency and diversity, equity and inclusion of talent markets while protecting privacy for both employers and learners/workers.

1.2 NETWORK BASIC DATA

A. Founding Date: TBD

B. Ending Date: Perpetual (see Dissolution, Section 6.4, below)

C. Last Amended Date: N/A (see Amendments listed in Change Control, Section 6.3.)

D. T3 Network Facilitator(s):
Bob Sheets (bobgsheets@gmail.com)

E. Workgroup Chair(s):
[Interim] Bob Sheets (bobgsheets@gmail.com)

F. Participant List: The *Stakeholder Steering Workgroup* will consist of JWDN members who are actively involved in public and private initiatives and projects in the development and use of jobs and workforce data and who are actively involved in promoting leading practices and developing stakeholder use cases that have the potential to improve efficiency and and diversity, equity and inclusion of talent markets while protecting privacy for both employers and learners/workers.

G. Meeting Schedule: The specific meeting schedule for this standing workgroup will be established by this Workgroup. The JWD Network charter requires at least quarterly meetings.

(see Meeting Management in the Procedures, Section 4.1, below).

H. Collaboration Tools:

- T3 Innovation Network Hub
- Forum
- Calendar
- Zoom
- Such other tools that the Workgroup deems appropriate and necessary Google Docs, Sheets, Diagrams

I. Governing Rules: Please see the T3 Network Guidelines (Sections 5 and 6) that specify rules for operating a Workgroup.

SECTION 2. WORKGROUP STATEMENT OF WORK

2.1 SCOPE

A. Scope Statements:

1. Developing stakeholder use cases and metrics.
2. Promoting the development and use of data and technology standards:
3. Promoting the development and use of competency and skill frameworks.
4. Exploring public-private data collaborative models for data sharing and use.
5. Promoting the design and testing of jobs and workforce data applications**.**
6. Developing and reporting on milestones based on the JWDN charter objectives

B. Out of Scope:

1. Developing data and technology standards.
2. Promoting or selling specific data and technology standards.
3. Managing and maintaining competency and skills framework registries or repositories.
4. Promoting or selling products.

SECTION 3. WORKGROUP CONNECTIONS

1.1 NETWORK CONNECTIONS

Each Workgroup must be connected to at least one core standing T3 Network. Use the chart below to list the Network(s) connected and the description of the connection. The Primary Network is the group from which a facilitator will be assigned to support the Workgroup.

Primary Network	Network Connected	Description of this Workgroup's Connection to each Network
JWD Network	JWD Network	Chartered by the JWD Network

1.2 OTHER CONNECTIONS

Workgroups may be connected to other Workgroups or entities outside T3. Use the chart, below, to list the additional connections and the description of each connection.

#	Network Connected	Description of this Workgroup's Connection to each Network
1	TBD	TBD

1.3 WORKGROUP COORDINATION

1.3.1 NETWORK OF NETWORKS COLLABORATION

This Workgroup will collaborate with other T3 Networks and Workgroups in conformance with section 2.4(A) "Cross-Network Coordination" of the JWD Network Charter.

1.3.2 COORDINATION LOGISTICS

Cross-Network logistics will be handled using the JWD Network Charter infrastructure described above in this Charter at Section 1.2(H) "Collaboration Tools".

SECTION 4. NETWORK PROTOCOLS

4.1 PROCEDURES

A. Meeting Management: Workgroup meeting management will adhere to the established meeting management protocols as laid out in the T3 Guidelines.

B. Communication: Workgroup communication will adhere to the established communication protocols as laid out in the T3 Guidelines.

C. Decisions: Workgroup decisions will follow the established voting protocols as laid out in the T3 Guidelines.

D. Legal & Intellectual Property: At all times, the Network will follow T3 rules regarding legal and intellectual property policies explicitly stated in the T3 Guidelines 4.2 Participant Expectations

A. T3 Core Values: At all times, the Network, its leaders, and its participants will demonstrate a commitment to the T3 Core Values, as outlined in the T3 Guidelines.

B. T3 Code of Conduct: At all times, the Network, its leaders, and its participants will follow T3 rules regarding legal and intellectual property policies explicitly stated in the T3 Guidelines.

SECTION 5. DEFINITIONS

A. Definitions: Please see T3 Network Glossary [TBD] for a list of terms with definitions – specific terms unique to this Network are listed on the [TBD] tab.

SECTION 6. CHARTER MAINTENANCE

6.1 CHARTER CREATION

B. Creation: This Charter was created according to Section 5.1.2 of the T3 Network Guidelines. In the event of a conflict between this Charter and the T3 Network Guidelines, the provisions of the T3 Network Guidelines shall prevail.

6.2 CHARTER REVISION

A. Review Cycle: This Charter will be reviewed annually and amended by the JWD Network.

B. Review and Revisions Process: To make changes, this Charter will undergo the following steps in keeping with T3 Network Guidelines:

1. At least annually, Workgroup facilitator(s) and chair(s) will review the Charter for relevance and accuracy.
2. Any required revisions to the Charter sections (including links to amended accompanying artifacts, such as new projects/project plans) of the Charter will be proposed.
3. Workgroup Participants must approve the Charter according to T3 Network Guidelines and the rules stated in this Charter.
4. Workgroup leaders (founding chairs and primary network facilitator) will present the Charter to the T3 Network Steering Committee for ratification, according to the T3 Network Guidelines.
5. The Charter Change Control Section (6.3) and "Last Amended Date" will be updated to reflect revisions made to the Charter. (Prior versions will be archived via the T3 Hub.)

6.3 CHARTER CHANGE CONTROL

Rev #	Start Date	End Date	Description of Changes Made
v1			
v2			
v3			

6.4 NETWORK DISSOLUTION

This Charter was created according to Section 5.1.2 of the T3 Network Guidelines. This chartered workgroup can only be dissolved according to the rules stated in the T3 Network Guidelines.

END OF CHARTER