



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER NO. 43

October 6, 1998

ESTABLISHMENT OF THE CITY OF NEW YORK TECHNOLOGY STEERING COMMITTEE

WHEREAS, information technology is vital to the cost-effective and efficient operation of City agencies and the delivery of services to the public, and;

WHEREAS, the development of coordinated and integrated information technology systems among City agencies is essential to the effective implementation of automated solutions at all levels of City government; and

WHEREAS, a steering committee charged with coordination and oversight of the City's technology strategies and having as its members the Commissioner of the Department of Information Technology & Telecommunications (DoITT), and the Directors of the Mayor's Offices of Operations and Management & Budget, can best achieve the goal of developing state-of-the-art integrated information technology systems throughout City government;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Establishment of the Steering Committee. There is hereby established a City of New York Technology Steering Committee ("the Committee") reporting to the Deputy Mayor for Operations. The Committee shall consist of the Commissioner of DoITT, the City's Chief Information Officer (CIO), who will serve as Chair, the Director of the Mayor's Office of Operations, and the Director of the Mayor's Office of Management and Budget; or their designees.

Section 2. Functions of the Steering Committee. The functions of the Committee shall include:

- a. Adopting with the approval of the Deputy Mayor for Operations, a New York City Information Technology Strategy (the "Technology Strategy") detailing the overall direction for the City regarding the use of technology and related infrastructures. The Technology Strategy shall be issued by March 1, 1999, and shall be reviewed annually thereafter and supplemented as appropriate;
- b. Approving the annual technology plans of all mayoral agencies, including their plans for the procurement and deployment of major technology initiatives. The Committee will provide recommendations regarding the funding required to implement the approved plans. Approved Agency reports will be published at the beginning of each fiscal year as an annual addendum to the City's Technology Strategy;
- c. Reviewing the implementation of agency technology initiatives set forth in Agency reports approved pursuant to subdivision b. hereof.
All pending projects that have not yet received final funding

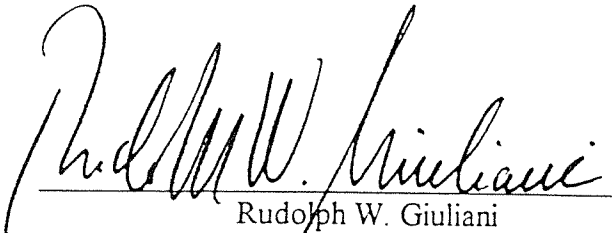
- approval as of the effective date of this Order shall also be subject to Committee review;
- d. Sponsoring and directing citywide technology initiatives with strategic significance and reporting on those initiatives in the annual supplement to the Technology Strategy;
 - e. Developing, promulgating and monitoring the implementation of citywide technology policies, standards, and procedures, including those related to the acquisition of technology goods and services, working in conjunction with the Mayor's Office of Contracts, the Law Department and other relevant agencies;
 - f. Reviewing all proposed appointments of agency senior technology managers who are delegated with the overall authority and responsibility for the operation and decision making of agency management information systems and technology strategy functions. The Committee will review all final candidates for such positions. Appointment of a candidate may occur only after such review and following consultation by the Agency Head with the Committee. The Committee may delegate this function to the DoITT Commissioner/CIO. Review of proposed appointments under this provision shall be in addition to any other City hiring procedures then in effect;
 - g. Oversight of the City's Technology Fund, including allocation of funding and approval of agency projects;

- h. Oversight of the New York City Year 2000 Project Office, including agency compliance with City mandates;
- i. Coordinating the conduct of external audits which address any aspect of agency data processing or technology;
- j. Developing a coordinated citywide approach to risk management of city technology resources, including promulgation and monitoring of guidelines governing agency internal control environments, working in conjunction with the Department of Investigation, the Mayor's Office of Emergency Management and other relevant agencies;
- k. Establishing sub-committees to address specific technology projects and issues that have strategic and citywide implications. Such sub-committees may be charged with developing proposals on topics including but not be limited to; security, internal controls, contingency planning and disaster recovery issues, technology standards, the implementation of integrated voice/data technology, acquisition strategies, and staff recruitment, retention and training. Each sub-committee shall be chaired by a designee of the Committee and may also include representatives of City agencies with relevant expertise;
- l. Developing a citywide program to recognize innovation and outstanding contributions by agency personnel who have developed technology solutions that enhance service delivery, customer satisfaction, and agency productivity.

Section 3. Agency Assistance.

- a. Agencies shall provide all necessary cooperation and assistance to the Committee. Agency Management Information Systems (MIS) Directors or persons of equivalent rank shall maintain liaison with the Committee and shall be responsible for full implementation of its policies, standards and directives. The annual technology plans of all mayoral agencies shall be submitted by each agency to the Committee on such date as the Committee shall determine, and in accordance with guidelines prescribed by the Committee.
- b. An Office of Technology shall be created within DoITT to provide the Committee with all assistance necessary to its operations. The Office of Technology shall seek to identify best practices in the area of information technology and shall serve as a clearinghouse for information to agencies in regard thereto. The Office will also identify opportunities for benchmarking and replicating successful solutions among city agencies.

Section 4. Effective Date. This Order shall take effect immediately.



Rudolph W. Giuliani
MAYOR