

**U. S. Agency for International Development
Business Transformation Executive Committee (BTEC)**

Charter

1. This Charter establishes the United States Agency for International Development (USAID) Business Transformation Executive Committee (BTEC).
2. The purpose of the BTEC is to provide agency-wide leadership for initiatives and investments to transform USAID business systems and organizational performance.
3. Roles and Responsibilities.
 - 3.1 Business Transformation Executive Committee.
 - Guide business transformation efforts and ensure broad-based cooperation, ownership and accountability for results.
 - Initiate, review, approve, monitor, coordinate, and evaluate projects and investments to improve the performance of business processes, organizational structures and information systems that support the mission and programs of USAID.
 - Set standards for and monitor the performance of critical processes and systems in the areas of customer service, cost, efficiency, regulatory compliance, and other areas that it deems important.
 - Carry out the responsibilities previously assigned to the Capital Investment Review Board (CIRB).
 - Create, constitute, advise, support, overturn and dissolve subsidiary governance infrastructure, as necessary.
 - Ensure that investments are focused on USAID's highest pay-off performance improvement opportunities, and that initiatives are aligned with the Agency's programmatic and budget priorities and effectively implemented agency-wide.
 - Its members will contribute to the success of the BTEC and be responsible for implementation of business transformation in their organizations.
 - The BTEC shall assume other specific responsibilities as assigned by the Administrator.
 - 3.2 Business Information Executives.
 - Responsible for defining performance requirements for administrative processes and systems managed and developed by BPE's for agency-wide use; and for the effectiveness of implementation and acceptance of systems by end users within their bureaus.
 - Regional Business Information Executives shall be responsible for representing the interests of Mission based end users within their bureaus.

3.3 Business Process Executives.

- Responsible for achieving standardization of processes and systems within their areas of responsibility and for optimizing process and system performance relative to standards set by the BTEC.

3.4 Performance Evaluations.

- BTEC members' performance evaluations will include rating elements based on overall BTEC success.
- Business Information Executives shall also be evaluated based on the success of business transformation implementation within their bureaus.
- Business Process Executives will also be evaluated based on achievement of customer service, efficiency, compliance requirements, and the success of business transformation relative to their processes.

4. Decision-making.

4.1 Most issues will be settled by consensus as gleaned by the Chair and Vice Chairs.

4.2 On issues requiring a vote (as determined by the Chair and Vice Chairs), voting will require a Quorum.

4.3 A Quorum will be defined as a simple majority of the number of Voting Members.

4.4 Issues will be decided by a simple majority of the number of Voting Members present.

4.5 Amendment of this Charter will require approval of two-thirds of the Voting Members.

4.6 BTEC decisions will be binding on the Agency, unless overturned by the Administrator.

5. Authority – The BTEC is established and operates under the following statutory and regulatory authorities:

- Chief Financial Officers Act of 1990.
- Government Performance and Results Act of 1993.
- Paperwork Reduction Act of 1995.
- Clinger-Cohen Act of 1996.
- Federal Acquisition Streamlining Act.
- Memorandum M-97-16 "Information Technology Architectures".
- OMB Circular A-11 "Preparing and Submitting FY2003 Budget Estimates".
- OMB Circular A-130 "Management of Federal Information Resources".
- USAID Automated Directives System (ADS) policy

6. Membership – The BTEC will consist of:
 - 6.1 The BTEC will be chaired by the Deputy Administrator (DA/AID). The Chair will call and preside over BTEC meetings.
 - 6.2 The BTEC Vice-Chairs will be the Assistant Administrators for Management and Policy and Program Coordination (AA/M, AA/PPC). The Vice-Chairs will assist the Chair and serve in his/her stead, as necessary. The AA/M will also serve in the role of Executive Secretary.
 - 6.3 Business Information Executives will be Deputy Assistant Administrators or senior executives from the following bureaus: DCHA, EGAT, GH, AFR, ANE, E&E, LAC, LPA, M and PPC. On voting issues, each BIE will have 1 vote.
 - 6.4 Business Process Executives will be the Directors of the Management Bureau Offices of Administrative Services, Human Resources, Information Resources Management, Procurement, and the Chief Financial Officer (M/AS, M/HR, M/IRM, M/OP, CFO); and the Director of the PPC Bureau Office of Budget. On voting issues, each BPE will have 1 vote.
 - 6.5 “Ex Officio” members will include the Counselor, Deputy Inspector General, Deputy General Counsel, and Director of Equal Opportunity Programs. (Note: The Deputy IG serves in a non-voting advisory capacity).
 - 6.6 Attendees – Attendees are those who are neither BIE’s nor BPE’s nor Ex Officio Members. Attendees may participate at BTEC meetings by invitation of the BTEC Chair or Vice-Chairs. Attendees contribute their skills and expertise to the BTEC and its projects and work groups.
 - 6.7 Staff - The BTEC Staff will be the Office of the Assistant Administrator for Management. The Staff will support the BTEC and its Officers, with assistance from across the Agency, as needed. The Staff will maintain an archive of BTEC Decisions, Minutes and documents.
7. Meetings - The BTEC will normally meet monthly. Meetings will be held at USAID Washington Headquarters unless otherwise announced.

Approval

Authorizing Official: Andrew S. Natsios

Title: Administrator, USAID

Date: March, 2002