

**Technical Panel
of the
Nebraska Information Technology Commission**

Wednesday, October 9, 2002 - 9:00 a.m.
Varner Hall - Board Room
38th and Holdrege, Lincoln, Nebraska

AGENDA

Meeting Documents:

Click the links in the agenda
or [click here](#) for all documents (1.25 MB)

1. Roll Call and Meeting Notice

2. Public Comment

3. Approval of Minutes* - [September 11, 2002](#)

4. [LB 833 Update](#) - Wayne Fisher

5. Project Reviews

STATE RECORDS BOARD GRANT APPLICATIONS* ([Sample motion](#))
- [Board of Public Accountancy](#)

FY2003-05 BIENNIAL BUDGET REQUESTS
- Approval of project [reviewers](#)*

6. Standards and Guidelines - Set for Public Comment*

Security Architecture	Disaster Recovery Planning Procedures
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7. Work Group Charters

- Discussion: Statewide Synchronous Video Network Work Group - Draft Work Group [Charter](#)
- Discussion: Network Architecture Work Group - Current [Charter](#)
- Repeal: Video Standards Work Group - [Charter](#)*

8. Regular Informational Items and Work Group Updates (as needed)

- Wireless Project
- Network Architecture Work Group / NETCOM
- Nebraska Network Work Group
- Security Architecture Work Group
- Accessibility Architecture Work Group
- Application Implementation Work Group
- NIS
- Technical Panel [Action Plan](#)

9. Other Business

10. Next Meeting Date

Budget Reviews - TBD (October 30 - November 6)

Regular Meeting - Wednesday, November 13, 2002 - Reschedule or Cancel

11. Adjourn

* Denotes Action Items

NITC and Technical Panel Websites: <http://www.nitc.state.ne.us/>

Meeting notice posted to the NITC Website: 13 SEP 2002

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 13 SEP 2002

Agenda posted to the NITC Website: 3 OCT 2002

TECHNICAL PANEL
Nebraska Information Technology Commission
Wednesday, September 11, 2002, 9:00 a.m.
Varner Hall-Regents Board Room
3835 Holdrege, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, Department of Administrative Services
Walter Weir, University of Nebraska
Christy Horn, University of Nebraska, Compliance Officer
Steve Schafer, Chief Information Officer, State of Nebraska
Kirk Langer, Lincoln Public Schools, K-12 Representative
Mike Beach, Nebraska Educational Telecommunications Commission

CALL TO ORDER, ROLL CALL, AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:00 a.m. Six members were present at the time of roll call. A quorum existed to conduct official business. Mr. Weir stated that the meeting notice was posted to the NITC and Nebraska Public Meeting Calendar web sites on August 14, 2002 and that the meeting agenda was posted to the NITC Website on September 5, 2002.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AUGUST, 2002 MINUTES

Ms. Decker moved to approve the August 14, 2002 meeting minutes. Mr. Langer seconded the motion. Roll call vote: Beach- Yes, Decker-Yes, Horn-Yes, Langer-Yes, Schafer-Yes, and Weir-Yes. All were in favor and motioned carried.

DTV DATACASTING - Michael Beach

Mr. Beach presented a PowerPoint [presentation](#) on DTV Datacasting. Discussion items included: a potential start date, options for IT traffic, multi-cast data, educational uses of datacasting, and satellite connections.

STANDARDS AND GUIDELINES – GROUPWARE ARCHITECTURE

Mr. Rick Becker made changes to the document suggested at the last meeting.

Mr. Schafer moved to approve the "Secure E-mail for State Government Agencies" document for the 30-day comment period. Mr. Langer second. Roll call vote: Beach- Yes, Decker-Yes, Horn-Yes, Langer-Yes, Schafer-Yes, and Weir-Yes. All were in favor and motioned carried.

INFORMATIONAL ITEMS/UPDATE

WIRELESS - Brenda Decker

Ms. Decker reported that the Lieutenant Governor held the first meeting of the Statewide Communication Alliance of Nebraska (SCAN). However, the group could not conduct official business because the official documents and agreements had not been signed. Lieutenant Governor Dave Heineman will chair the group; Norfolk City Administrator Michael Nolan is the secretary and treasurer.

NETWORK ARCHITECTURE WORKGROUP/NETCOM:

Mr. Weir reported that he talked with the Lieutenant Governor about his frustrations with NETCOM and the Statewide Network. Mr. Weir gave a PowerPoint [presentation](#).

Mr. Schafer provided a review of the Network Nebraska Work Group Final Report and Recommendations. Mr. Schafer also supplied a PowerPoint [presentation](#) to be used at the September meeting of the NITC.

SECURITY ARCHITECTURE WORK GROUP - Steve Schafer

Mr. Schafer reported that the main focus of the work group is designing a guideline for the disaster recovery planning. Mr. Schafer reported that the group had a discussion on the insurance issues related to security architecture. The work group has released the RFP for security assessment for an external intrusion test.

ACCESSIBILITY - Christy Horn

Dr. Horn reported that she will know the status of the grant application by the end of September.

APPLICATION IMPLEMENTATION WORK GROUP - Walter Weir

Mr. Weir is developing the charter for the work group.

TECHNICAL PANEL ACTION PLAN - Rick Becker

Mr. Becker provided an update on the action plan.

OTHER BUSINESS

Members briefly discussed the status of the NIS project.

NEXT MEETING AND ADJOURNMENT

The next meeting of the NITC Technical Panel will be held on Wednesday, October 9, 2002, at 9:00 a.m., Varner Hall-Regents Board Room, 3835 Holdrege Street, in Lincoln, Nebraska.

Mr. Beach moved to adjourn. Ms. Decker seconded the motion. All were in favor, the meeting was adjourned at 11:25 a.m.

DENC Grant Applicants (12-14-01)

Sorted By District

<u>District Name</u>	<u>Consortium Name</u>	<u>Video Standard</u>	<u>Install</u>	<u>Equipment</u>	<u>Contract Terms</u>	<u>*Contractor</u>	<u>Expires</u>	<u>Sites</u>	
1	Adams Central Jr-Sr High School	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
2	Alliance Public Schools	Western NE DLC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
3	Bayard Public Schools	Western NE DLC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
4	Bennington Public Schools	Southeast NE DLC	H.261/H.263	2002	Roll-about	4-4-2	Galaxy/DFS	2009	1
5	Chappell Public Schools	Western NE DLC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
6	Clay Center Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
7	Columbus Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
8	Crofton Community Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
9	Cross County Community Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
10	David City Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
11	Doniphan-Trumbull Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
12	East Butler Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
13	Emerson-Hubbard Public Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
14	Falls City Public Schools	Southeast NE DLC	H.261/H.263	2003	Standard	4-4-2	Galaxy/DFS	2009	1
15	Giltner Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
16	Grand Island Public Schools	Tri-Valley DEC	Analog	2004	Roll-about	4-1-1-1-1-1-1	Charter/DFS	2009	1
17	Harvard Public Schools	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
18	High Plains Community Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
19	Homer Community Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
20	Humphrey Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
21	Kenesaw Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
22	Lakeview Community Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
23	Lexington Public Schools	Tri-Valley DEC	Analog	2003	Standard	4-1-1-1-1-1-1	Charter/DFS	2009	1
24	Leyton Public Schools	Western NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2008	1
25	Lincoln Public Schools	Southeast NE DLC	H.261/H.263	2002	Roll-about	4-4-2	Utilicorp	2009	6
26	Litchfield Public Schools	Tri-Valley DEC	Analog	2002	Standard	4-1-1-1-1-1-1	Charter/DFS	2009	1
27	Lodgepole Public Schools	Western NE DLC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
28	Madison Public Schools	Northeast NE Lrn'r's Acad.	JPEG	2003	Standard	10	QWEST	2006	1
29	Mc Cool Junction Pub Schools	Southeast NE DLC	H.261/H.263	2003	Roll-about	4-4-2	Galaxy/DFS	2009	1
30	Osceola Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
32	Potter-Dix Public Schools	Western NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2008	1
32	Rising City Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
33	Santee Community School	Northeast NE DLC	JPEG	2002	Standard	10	QWEST	2006	1
34	Schuyler Central High School	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
35	Shelby Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
36	Sidney Public Schools	Western NE DLC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
37	So. Central NE Unified System 5	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
38	St. Paul Public Schools	Tri-Valley DEC	Analog	2003	Standard	4-1-1-1-1-1-1	Charter/DFS	2009	1
39	Waterloo Public Schools	Southeast NE DLC	H.261/H.263	2003	Roll-about	4-4-2	Galaxy/DFS	2009	1
40	Wynot Public Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1

DENC Grant Applicants (12-14-01)

Sorted By Consortium

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Clay Center Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
So. Central NE Unified System 5	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
Doniphan-Trumbull Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
Giltner Public Schools	Central NE DEC	JPEG	2003	Standard	4-1-1-1-1-1-1	QWEST	2008	1
Harvard Public Schools	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
Adams Central Jr-Sr High School	Central NE DEC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1
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David City Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
East Butler Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
High Plains Community Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
Humphrey Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
Lakeview Community Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
Shelby Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
Schuyler Central High School	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
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Osceola Public Schools	Crossroads DEC	MPEG 2	2002	Standard	4-4-2	QWEST	2012	1
Crofton Community Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
Emerson-Hubbard Public Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
Homer Community Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
Wynot Public Schools	Eastern NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2009	1
Santee Community School	Northeast NE DLC	JPEG	2002	Standard	10	QWEST	2006	1
Madison Public Schools	Northeast NE Lrn'r's Acad.	JPEG	2003	Standard	10	QWEST	2006	1
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Potter-Dix Public Schools	Western NE DLC	JPEG	2002	Standard	4-1-1-1-1-1-1	QWEST	2008	1
Sidney Public Schools	Western NE DLC	JPEG	2004	Standard	4-1-1-1-1-1-1	QWEST	2008	1

DENC Grant Applicants (12-14-01)

Sorted By Install Request Year

District Name	Consortium Name	Video Standard	Install	Equipment	Contract Terms	*Contractor	Expires	Sites
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**Districts Not Applying For DENC Grant
(Do not have DL Classrooms)**

Auburn Public Schools	Hastings Public Schools	South Sarpy District 46
Bellevue Public Schools (2)	Omaha Public Schools (7)	Wood River Rural High School
Fort Calhoun Community Schools	Ponca Public Schools	
G. I. Northwest High School	South Platte Public Schools	

Year 1 DENC Install Status Report

School District	Consortium Name	Equipment/Installation	Connectivity
Columbus	Crossroads	\$17,650.00	\$17,718.62
Cross County	Crossroads	\$17,650.00	\$17,718.62
David City	Crossroads	\$17,650.00	\$17,718.62
East Butler	Crossroads	\$17,650.00	\$17,718.62
High Plains	Crossroads	\$17,650.00	\$17,718.62
Humphrey	Crossroads	\$17,650.00	\$17,718.62
Lakeview	Crossroads	\$17,650.00	\$17,718.62
Osceola	Crossroads	\$17,650.00	\$17,718.62
Rising City	Crossroads	\$17,650.00	\$17,718.62
Schuyler Central	Crossroads	\$17,650.00	\$17,718.62
Shelby	Crossroads	\$17,650.00	\$17,718.62
Chappel	Western	\$30,054.00	\$39,610.00
Potter-Dix	Western	\$30,054.00	\$39,610.00
Leyton (3 schools)	Western	\$30,054.00	\$39,610.00
Bennington	Southeast NE	\$39,547.40	\$25,000.00
Crofton	Eastern NE	\$33,648.00	\$39,820.00
Emerson-Hubbard	Eastern NE	\$33,648.00	\$39,820.00
Homer	Eastern NE	\$33,648.00	\$39,820.00
Wynot	Eastern NE	\$33,648.00	\$39,820.00
Santee	Northeast NE	\$33,648.00	\$0.00
Litchfield	Tri-Valley	\$30,054.00	\$32,000.00
TOTALS		\$522,153.40	\$530,014.82
Year-1 Grand Total:			\$1,052,168.22

The Crossroads Consortium is planning to be up 2nd semester. Principals have a meeting arranged in November to talk about class offerings and schedules between Consortium Schools.

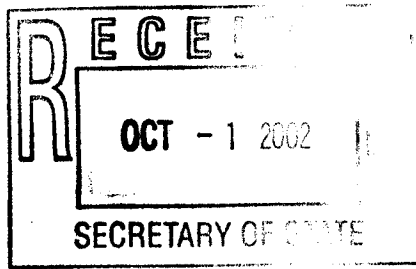
The Western Consortium schools are waiting on QWEST to connect their DS3 lines.

The Southeast Consortium school (Bennington) is up and participating in courses, events and meetings.

The Eastern Consortium schools are also waiting on QWEST to connect their DS3 lines.

The Tri-Valley Consortium school (Litchfield) is up and functioning.

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509



John Gale
Chairman
(402) 471-8606
<http://www.nol.org>



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

1. Name of agency applying for grant Nebraska State Board of Public Accountancy
2. Title or brief description of project On-Line Submission of Applications and Forms

3. Grant request amount \$ 25,000
4. Will there be a fee for accessing records associated with this project? No (with the exception of payment of the application or license fee)
5. If yes, provide any statutory reference or authorization for the fee N/A (Licensing fees are referenced in Section 1-136 of the Statutes)
6. Please describe the project in detail (you may attach this description)

Please see attached description of scope and purpose of project.

Grant Application

Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

Users of the On-Line Applications and Forms will be CPAs and CPA Firms (Licensees) that wish to renew their public accountancy license on-line or complete other necessary regulatory paperwork. There is the potential for approximately 2,300 licenses to be renewed via the Internet annually, as well as a number of forms that are required to be completed and submitted annually. Implementation of this project will bring e-commerce and government services to Nebraska citizens by being available to over 4,100 individuals and businesses.

8. Estimated timeline for implementation April 1, 2003

9. Agency contribution to project (labor, equipment etc.)

Agency personnel are committed to making the project a success through training and marketing/promoting the services to all licensees.

10a. Has this project ever been submitted as a budget request (explain)?

Yes, for the current biennium budget. The Appropriations Committee did not fund the request due to a projected shortfall in the Board's cash fund at the end of FY03. The Board has reached the maximum amount that it can charge in all fees, so it has basically "maxed" out the amount of its revenue. A legislative bill to increase the statutory maximums and allow an increase in fees was introduced at the Board's request in the 2002 regular legislative session but was unsuccessful.

10b. Does the project require additional statutory authority (explain)? No.

10c. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

As explained in Item 10.a. above, the Board does not have the current revenue to purchase the hardware and programming necessary to implement this project. Since our legislative efforts were unsuccessful this session, it will be at least another year or two before the law on the maximum amount of fees can be changed and revenue can be increased. The grant will be used for all start-up costs and at least the first two years of implementation. After that the maintenance costs will be relatively small and the savings in postage, paper, copying/printing and staff time should offset this amount.

11. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

In our current licensing and regulatory environment, each licensee is sent a paper copy of a license renewal or other application form. These sometimes get lost -sometimes in the mail, and sometimes on a desk. The on-line license and application process will be accessible 24 hours a

day/seven days a week to the licensee. Not only will access be convenient, but a completed on-line application will be processed quickly and decrease the application or form process turn-around time for the licensee. The project allows for more efficient delivery by the agency as well, by utilizing existing data and databases and eliminating a certain amount of staff time in handling paperwork.

Grant Application

Page 3

12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed).

Benefits of Implementing Project

To Licensees:

The firms and individuals needing to submit forms and applications will have easier access to the forms (24/7 service), and will receive their licenses or service quicker than in the past. Completing the form on-line will consist of verifying existing information and checking boxes in most cases, resulting in less completion time. Users of government services, in this case, will have ready access to their licensing information and perform the required duty of licensing or completing an application relatively quickly.

To NBPA:

NBPA will no longer need to have applications and renewal license forms printed in mass quantity, provide the time and postage to send out the forms, nor enter the majority of data into the database. Data entry error will be virtually non-existent, and will result in a more productive and efficient use of staff time and agency resources.

13. Contact person for any questions regarding this application Annette L. Harmon

phone # 471-3595 E-mail nbpa01@nol.org

Signed this 27th day of September, 2002


Annette L. Harmon
Agency Director

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

I. Description and Scope of Project

This project will enable licensees (both individuals and firms) of the Nebraska Board of Public Accountancy (NBPA) to renew their public accountancy licenses either annually or biennially via the Internet with a credit card payment. Upon receipt of a unique, identifying Personal Identification Number (PIN), each qualified firm or individual will be able to access the current database information attached to their license, update that information and submit the request for a license along with credit card payment information to NBPA. A valid license will then be mailed from the NBPA office to the licensee.

Currently, NBPA annually issues approximately 1800 individual licenses and approximately 500 firm licenses. Of the 1800 individual licenses, about 900 renew at \$200 each and about 900 renew at \$80 each. The 500 firm licenses renew at \$100 each.

Licensees will also be able to complete required forms and applications on-line, as well. They will be able to complete most of the required regulatory forms on-line and transmit the information directly to the Board.

The completion date for the project is April 1, 2003, in time for the license renewal "season."

II. Purpose of Project

The purpose of the project is to provide quick, easy and convenient form submission and license renewal to a licensee 24 hours a day, seven days a week in the privacy of his or her own home or office. It is also to decrease administrative time in the form and renewal process by allowing direct submission of information to the database; and to decrease information and data error. The fulfillment of this project will help NBPA to meet the Governor's goal of expanded service to citizens, and the support of e-commerce with Nebraska government.

Technical Panel
of the
Nebraska Information Technology Commission

Project Reviewers for FY2003-05 Biennial Budget

1. All members and alternates of the State Government Council, Education Council, and Technical Panel.
2. The following additional reviewers:

Armstrong, Rod	NOL
Bergman, Dean	NDE
Bowmaster, Ron	DAS - IMServices
Byers, Anne	CIO-NITC
Carlson, Craig	Metro Community College
Dunning, John	Wayne State College
Ellis, Carl	Peru State College
Fisher, Wayne	NDE
Liss, Donna	UNL
Lukesh, Jim	NE Dept. of Education
Rolfes, Tom	CIO-NITC
Ruch, Chuck	Creighton University
Ruhrdanz, Michael	UNL
Winkle, Michael	NITC
Zink, Larry	DAS - IMServices

Security Architecture

Title	Disaster Planning Procedures for Information Technology
Category	Security Architecture
Applicability	All Public Entities (See the "Applicability" section below.)
Status	<input type="checkbox"/> Standard - A degree or level of requirement that all jurisdictions should use, which would be enforceable by duly authorized entities. With any standard, there may be circumstances that merit exceptions. <input checked="" type="checkbox"/> Guideline - A statement of general policy or procedure by which to determine a course of action. Adherence is voluntary.
Date Adopted	DRAFT (October 2, 2002)
Date of Last Revision	
Date of Next Review	

A. Authority

Section 86-516 (6). "[The Nebraska Information Technology Commission shall] adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel."

The Nebraska Information Technology Commission (NITC) has adopted a security policy pertaining to disaster recovery, which states that:

"Each agency must have a disaster recovery plan that at least identifies and mitigates against risks to critical systems and sensitive information in the event of a disaster. The plan shall provide for contingencies to restore information and systems if a disaster occurs. The disaster recovery plan for information technology may be a subset of an agency's comprehensive disaster recovery plan. The concept of a disaster recovery includes business resumption." (<http://www.nitc.state.ne.us/standards/index.html>)

B. Purpose and Objectives

Information technology (IT) and automated information systems are vital elements in most business processes. Because these IT resources are so essential to an organization's success, it is critical that the services provided by these systems are able to operate effectively without excessive interruption. Contingency planning supports this requirement by establishing thorough plans, procedures, and technical measures that can enable a system to be recovered quickly and effectively following a service disruption or disaster. Interim measures may include the relocation of IT systems and operations to an alternate site, the recovery of IT functions using alternate equipment, or the performance of IT functions using manual methods.

This template provides instructions, recommendations, and considerations for Nebraska State Government IT contingency planning. It discusses essential contingency plan elements and processes, highlights specific considerations and concerns associated with contingency planning for various types of IT systems, and provides examples to assist readers in developing their own IT contingency plans. The scope ranges from minor incidents causing short-term disruptions to disasters that affect normal operations for an extended period. Because IT systems vary in design and application, specific incident types and associated contingency measures are not provided in this document. Instead, the planning guide defines

Security Architecture

a process that may be followed for any IT system to identify planning requirements and develop an effective contingency plan.

C. Assumptions

Following is a list of typical planning assumptions to be considered in writing the disaster recovery plan. Each agency must review and modify this list to meet their specific requirements. In particular, this list of assumptions does not entail certain worst-case scenarios, such as losing staff that would perform critical functions in exercising the disaster recovery plan.

1. The IT business continuity plan is part of a bigger plan that covers areas outside of IT (i.e., facilities, personnel, etc). The Nebraska Emergency Management Agency (NEMA) is currently revising the State Emergency Operations Plan (SEOP). Changes to the SEOP may provide state and local government with guidance on preparing business continuity plans that address internal operations and the ability to provide public services following a disaster. The relationship between the IT business continuity plan and the overall agency business continuity plan includes the following points:
 - The IT business continuity plan is a subset of the agency's overall business continuity plan.
 - Internal and external dependencies will be listed in the IT business continuity plan.
 - The IT business continuity plan will address internal dependencies, and the agency's overall business continuity plan will address external dependencies.
2. The plan will be approved and endorsed by management.
3. The plan will only cover critical information systems in the order of the highest priority. It will not cover every information system within an organization.
4. Staff is available to perform critical functions defined within the plan.
5. Staff can be notified and can report to the backup site(s) to perform critical processing, recovery and reconstruction activities.
6. Off-site storage facilities and materials will survive.
7. The disaster recovery plan is current.
8. Subsets of the overall plan can be used to recover from minor interruptions.
9. An alternate facility is available.
10. The necessary utilities (i.e., long distance and local communications lines, Wide Area Network and Internet connectivity, power, etc.) are available to the organization as defined in the dependencies section of the plan.
11. Outside organizations, including vendors will perform according to their general commitments to support the organization in a disaster.
12. Development, test, and implementation of new technologies and applications will be suspended during the disaster so that all resources will be available to the recovery.
13. Other assumptions.

D. IT Contingency Planning Process

To develop and maintain an effective IT contingency plan, organizations should use the following approach in the sequence shown:

1. *Develop the contingency planning policy statement.*

A formal policy provides the authority and guidance necessary to develop an effective contingency plan. The Security Architecture Work Group (a Work Group sponsored by the Technical Panel of the Nebraska Information Technology Commission) developed the

Security Architecture

state's Disaster Recovery Policy:

http://www.nitc.state.ne.us/tp/workgroups/security/security_policies.htm.

2. *Conduct the business impact analysis (BIA) and risk analysis (RA).*

The BIA helps to identify and prioritize critical IT systems and components. Its purpose is to correlate specific system components with the critical services that they provide, and based on that information, to characterize the consequences of a disruption to the system components. Key steps include listing critical IT resources, identifying disruption impacts and allowable outage times, and developing recovery priorities.

When working on the BIA phase of the IT continuity plan, there are two goals to keep in mind for each business process: the recovery time objective (RTO) and the recovery point objective (RPO). RTO defines the tolerable maximum length of time that a business process can be unavailable, while RPO defines how much work in progress can be lost.

The BIA and risk assessment procedures are documented in Chapter 3 of the Security Officer Instruction Guide (<http://www.nitc.state.ne.us/tp/workgroups/security/documents.htm>). Business continuity coordinators should reference that document for information on conducting an BIA. NIST SP 800-34 contains a sample BIA process and template that may also be used.

Having determined the impacts, it is now important to consider the magnitude and likelihood of risks. Again, this is a critical activity - it will determine which scenarios are most likely to occur and which should attract most attention during continuity planning. This should include both partial and total system loss as well as least and worst case scenarios. Assessing the probability of an event and the likely loss should it occur associated with specific disaster scenarios helps determine appropriate and cost-effective preventive controls and recovery strategies.

3. *Identify preventive controls.*

In some cases, the outage impacts identified in the BIA may be mitigated or eliminated through preventive measures that deter, detect, and/or reduce impacts to the system. Where feasible and cost-effective, preventive methods are preferable to actions that may be necessary to recover the system after a disruption. Preventive controls should be documented in the contingency plan, and personnel associated with the system should be trained on how and when to use the controls. Adequate insurance coverage is one means to mitigate the financial impact of a disaster.

Business continuity coordinators should list all preventive controls.

4. *Develop recovery strategies.*

Recovery strategies provide a means to restore IT operations quickly and effectively following a service disruption. Strategies should address disruption impacts and allowable outage times identified in the BIA. Several alternatives should be considered when developing the strategy, including cost, allowable outage time, security, and integration with larger, organization-level contingency plans. These strategies should be prioritized, based on the scenarios developed in the risk analysis phase.

The selected recovery strategy should address the potential impacts identified in the BIA/RA and should be integrated into the system architecture during the design and implementation phases of the system life cycle. It should include a combination of methods that complement one another to provide recovery capability over the full spectrum of incidents. A wide variety of recovery approaches may be considered; the

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appropriate choice depends on the incident, type of system, budget resources and its operational requirements as determined in the previous phases.

Assumptions and dependencies should be identified as part of the recovery strategy. These are areas beyond the scope of control of the planners.

5. *Format an IT Contingency Plan.*

IT contingency plan development is a critical step in the process of implementing a comprehensive contingency planning program. The plan contains detailed roles, responsibilities, teams, and procedures associated with restoring an IT system following a disruption. The contingency plan should document technical capabilities designed to support contingency operations. Each organization must tailor the contingency plan and its requirements to fit their needs. Plans need to balance detail with flexibility; usually the more detailed the plan, the less scalable and versatile the approach.

The contingency plan comprises five main components:

- Supporting Information
- Notification/Activation Phase
- Recovery Phase
- Reconstitution Phase
- Plan Appendices

See Section IV for more details.

6. *Plan Testing, Training, and Exercises.*

Each IT contingency plan element should be tested to confirm the accuracy of individual recovery procedures and the overall effectiveness of the plan. Testing enables plan deficiencies to be identified and addressed. Testing also helps evaluate the ability of the recovery staff to implement the plan quickly and effectively.

The ideal disaster test scenario uses a true-to-life model that draws participants into the exercise and allows them to test their procedures realistically. The test scenario may be at any level from a single system to an entire enterprise being affected. Planners should use explicit test objectives and success criteria in their test plan in order to assess the effectiveness of each plan element and the overall plan. Information collected during the test and post-test reviews that improve plan effectiveness should be incorporated into the contingency plan.

7. *Plan Maintenance.*

To be effective, the plan must be maintained in a ready state that accurately reflects system requirements, procedures, organizational structure, and policies. IT systems undergo frequent changes because of shifting business needs, technology upgrades, or new internal or external policies. Therefore, it is essential that the contingency plan be reviewed and updated regularly, as part of the organization's change management process, to ensure new information is documented and contingency measures are revised if required. Responsibility for plan currency must be assigned as part of critical job duties. As a general rule, the plan should be reviewed for accuracy and completeness at least annually or whenever significant changes occur to any element of the plan. Certain elements will require more frequent reviews, such as contact lists. Based on the system type and criticality, it may be reasonable to evaluate plan contents and procedures more frequently.

The business continuity plan should be stored away from the organization's primary facility. Records management has the ability to store these documents in their repository; however, they take no responsibility for the documents.

Security Architecture***E. Contingency Plan Development***

This section discusses the key elements that comprise the contingency plan. The plan contains detailed roles, responsibilities, teams, and procedures associated with restoring an IT system following a disruption. It should be tailored to each department or agency.

1. Supporting Information

The Supporting Information component includes an introduction and concept of operations section that provides essential background or contextual information that makes the contingency plan easier to understand, implement, and maintain. These details aid in understanding the applicability of the guidance, in making decisions on how to use the plan, and in providing information on where associated plans and information outside the scope of the plan may be found.

a) Introduction Section

This section orients the reader to the type and location of information contained in the plan. It contains the following subsections:

- i) Purpose***
- ii) Applicability***
- iii) Scope***
 - (1) Scenarios***
 - (2) Assumptions***
 - (3) Dependencies***
- iv) References/requirements***
- v) Record of Changes***

b) Concept of Operations

This section provides additional details about the IT system, the contingency planning framework; and response, recovery, and resumption activities. This section may include the following elements:

- i) System Description***
- ii) Line of Succession***
- iii) Responsibilities***
- iv) External Communications***

2. Notification/Activation Phase

The Notification/Activation Phase defines the initial actions taken once a system disruption or emergency has been detected or appears to be imminent. This phase includes activities to notify both management and recovery personnel, assess system damage, and implement the plan. Notification/Activation must match the overall organizational recovery plan. At the completion of the Notification/Activation Phase, recovery staff will be prepared to perform contingency measures to restore system functions on a temporary basis.

3. Recovery Phase

The Recovery Phase begins after the contingency plan has been activated, damage assessment has been completed (if possible), personnel have been notified, and appropriate teams have been mobilized. Recovery phase activities focus on contingency measures to execute temporary IT processing capabilities, repair damage to the original system, and restore operational capabilities at the original or new facility. At the completion of the Recovery Phase, the IT system will be operational and performing the functions designated in the plan. Depending on the recovery strategies defined in the plan, these functions could include temporary manual processing, recovery and operation on an alternate system, or relocation and recovery at an alternate site. Teams with

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recovery responsibilities should understand and be able to perform these recovery strategies well enough that if the paper plan is unavailable during the initial stages of the event, they can still perform the necessary activities.

4. *Reconstitution Phase*

In the Reconstitution Phase, recovery activities are terminated, and normal operations are transferred back to the organization's facility. If the original facility is unrecoverable, the activities in this phase can also be applied to preparing a new facility to support system processing requirements. Once the original or new site is restored to the level that it can support the IT system and its normal processes, the system may be transitioned back to the original or to the new site. Until the primary system is restored and tested, the contingency system should continue to be operated. The Reconstitution Phase should specify teams responsible for restoring or replacing both the site and the IT system.

5. *After Action Review*

An After Action Review (AAR) is an assessment conducted after the business continuity activity (i.e., disaster, test, etc.) that allows employees and leaders to discover what happened and why. It may be thought of as a professional discussion of an event that enables employees to understand why things happened during the progression of the process and to learn from that experience. The AAR is an essential element to complete the four-step planning cycle of review, update, modify, and plan.

6. *Contingency Plan Appendices*

Contingency Plan Appendices provide key details not contained in the main body of the plan. The appendices should reflect the specific technical, operational, and management contingency requirements of the given system. Appendices can include, but are not limited to contact information for contingency planning team personnel; vendor contact information, including offsite storage and alternate site POCs; standard operating procedures and checklists for system recovery or processes; equipment and system requirements lists of the hardware, software, firmware, and other resources required to support system operations; vendor agreements, reciprocal agreements with other organizations, and other vital records; description of, and directions to, the alternate site; and the BIA.

F. *Applicability*

The issue of disaster recovery planning for information technology applies to any agency or institution that relies on information technology to support critical business functions. Agencies or institutions should follow a structured methodology, such as these guidelines, in developing a disaster recovery plan for information technology.

G. *Responsibility*

1. Nebraska Emergency Management Agency (NEMA). NEMA is responsible for preparing and maintaining the State Emergency Operations Plan. One element of this plan pertains to continuity of government operations. Disaster planning procedures for information technology is a subset of continuity of government operations.
2. State Records Management Division, Secretary of State's Office. The Records Management Division serves as a repository for back-up media. The Records Management Division will also store electronic and paper copies of an agencies disaster recovery plan.

Security Architecture

3. Agency and Institutional Heads. The highest authority within an agency or institution is responsible for the protection of information resources, including developing and implementing information security programs, including disaster recovery plans for information technology. The authority may delegate this responsibility but delegation does not remove the accountability.
4. Agency Information Officer. In most cases, the highest authority within an agency or institution delegates the general responsibility for security of the agency's information technology resources to the agency's highest-ranking information technology professional. This responsibility includes development and promulgation of agency-specific information security policies, including disaster recovery planning for information technology.
5. Agency Security Officer. In some cases, the Agency Information Officer assigns an Agency Security Officer who is responsible for preparing a disaster recovery plan for information technology. They must understand the risks posed by disruption of computer systems. They must help prepare contingencies and be ready to implement the disaster recovery plan for information technology.

H. Related Standards and Guidelines

1. NITC Disaster Recovery Policy
(http://www.nitc.state.ne.us/tp/workgroups/security/security_policies.htm)
2. NITC Security Officer Handbook
(http://www.nitc.state.ne.us/standards/security/so_guide.doc)
3. Nebraska Emergency Management Agency – Information Paper on Continuity of Operations Plan (available from NEMA at 402.471.7430)

I. References

1. NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, <http://csrc.nist.gov/publications/drafts/ITcontingency-planning-guidelines.pdf>
2. Business Continuity Planning & Management on-line, <http://www.contingencyplanning.com/>
3. Disaster Recovery Journal, <http://www.drj.com/>
4. Contingency Planning and Disaster Recovery, <http://www.disasterplan.com/>
5. Kansas, Department of Administration, Contingency Planning On-Line, <http://csrc.nist.gov/publications/drafts/ITcontingency-planning-guideline.pdf>
6. FEDERAL EXECUTIVE BRANCH CONTINUITY OF OPERATIONS (COOP), <http://www.fas.org/irp/offdocs/pdd/fpc-65.htm>

J. Additional Information For State Agencies

1. Insurance Coverage. State agencies should consider insurance coverage to mitigate the financial impact of a disaster. The Risk Management Division of the Department of Administrative Services offers two types of insurance coverage. Content insurance applies to fixtures and equipment within a building. Current cost is \$.05 per \$100 value, with a \$5,000 deductible per event. Inland Marine Insurance covers non-permanent fixtures that are highly portable, such as laptops. The cost is \$.12 to \$.15 per \$100 value. When calculating the value of equipment to be covered, agencies should include the cost of any services that might be used to restore services. Insurance should not be used instead of good disaster planning and mitigation strategies.

Security Architecture

The Risk Management Division is working with the state's insurance broker to narrow the current exclusion of "terrorism". The state's insurance contracts provide some assistance with conducting risk assessments. The state's insurance broker also offers business continuity planning services for a fee.

2. Personnel issues. Agencies should be aware of labor contract requirements when developing their disaster recovery plans. The labor contract may affect options regarding leave time when the work site is not available, ability to work at an alternate site, working from home, and other issues. Counseling is available through the state's employee assistance program contract. Temporary staff is available through State Personnel's SOS program and IMServices' contractual services agreements.
3. Purchasing Issues. The Materiel Division can assist agencies with replacing equipment. Surplus Property is one option to consider. Existing contracts facilitate acquiring equipment, without the need for bids. The contract with IBM obligates the vendor to give priority and expedite shipment in the event of a disaster. Similar terms are being negotiated with Dell. Agencies should maintain complete equipment lists, including current configurations.
4. Information Management Services Division. IMServices houses much of the state's data and applications either on the mainframe or LAN servers located in the 501 Building. As custodians of this equipment and information, IMServices has its own disaster recovery plans to protect those assets. Agency information technology disaster recovery plans are simplified when IMServices manages the hardware, software and data resources, but agencies should include references and communications with IMServices regarding expectations for how much and how fast their applications and data functions need to be restored. Procurement of replacement LAN servers housed in 501 but owned by an agency are the responsibility of the agency. IMServices provides and manages backup services for mainframes, LAN servers at the 501 Building, and agency-owned servers that may be located anywhere on the campus LAN. Backup tapes (and the Gator backup System) are housed in the Capitol Computing Center and will be available for business resumption once the platform and/or network are restored.

A Business Impact Analysis process to aid in applying the appropriate level of planning and investment against loss of IT assets and capability is contained in the Security Officer Guide developed by the NITC (http://www.nitc.state.ne.us/standards/security/so_guide.doc).

5. Communications. The Division of Communications (DOC) is currently involved in a feasibility study in conjunction with IMS to determine if the existing core routing equipment can be duplicated off site, or split between two sites. DOC carries a limited amount of spare equipment that can be used at disaster sites, and we require our main vendors (Qwest and Alltel) to carry a certain number of spares. Although we do not have a formal agreement with the telcos, we expect to receive priority service from the telcos in the event of an emergency. DOC also has caches of cellular phones located at strategic positions about the State that can be quickly activated and distributed. DOC also assists agencies, such as NEMA, for coordinating radio communications when needed.

**Nebraska Information Technology Commission
Technical Panel**

**Statewide Synchronous Video Network Work Group
Charter**

Purpose	Make recommendations to the Technical Panel on how to implement a Statewide Synchronous Video Network.
Sponsor	
Scope/ Boundaries	This work group should define the technical and non-technical requirements for interconnecting all synchronous video networks and meeting the scheduling needs of different participants. Issues to be addressed should include business case, event scheduling and clearinghouse, traffic prioritization, security, quality assurance, cost-sharing, and existing contractual arrangements of regional networks.
Desired Goals and Outcomes	<ol style="list-style-type: none"> a. Conduct informative and working sessions to determine the needs, issues, and participants regarding synchronous video interoperability within and outside the state; b. Encourage participants to improve educational opportunities in the state via continued evolving video distance education; c. Determine the support structures and augmentation needed to maximize the synchronous distance learning experience; d. Prepare an implementation plan for adherence to the new video/audio standards while making the most efficient use of the existing distance learning facilities; e. Identify or develop a “core sponsor” for video distance education in the state that will be the focal point to coordinate all of the activities associated with enhancement of services and interrelationships that will be critical for continued success; f. Evaluate options for providing ongoing support services.
Authority	<p>This work group will:</p> <ol style="list-style-type: none"> a. Formulate and present recommendations to the Technical Panel regarding the implementation of a Statewide Synchronous Video Network serving education, communities, and state government. Issues to be addressed include business case, scheduling, traffic prioritization, security, quality assurance, cost-sharing, and existing contractual arrangements of regional networks and such other issues deemed relevant by the Technical Panel.
Membership	<p>Membership shall include representatives from the following entities:</p> <ul style="list-style-type: none"> • (State Government) DOC, National Guard; • (Education) Nebraska distance learning consortia, Higher Education institutions, ESU Network Operations Committee; • (Communities) Telehealth, Public Libraries; • NITC Councils and other members as determined by the sponsor
Reporting	The sponsor of the work group will report to the Technical Panel as needed.
Timeframe	This work group will function until this charter is repealed.

Background The following excerpt is Recommendation #12 of the Final Report and Recommendations of the Nebraska Network Work Group, adopted by the NITC on Monday, September 16, 2002.

12. The Technical Panel, as a continued extension of its video standards activity, should establish an implementation work group to determine how to provide a Nebraska Statewide Synchronous Video Network. The network should incorporate the facilities of K-12 interactive distance learning consortia, higher education, telehealth, National Guard video network, and the Nebraska Video Conferencing Network (NVCN). The work group should include representation of the Community Council, Education Council, State Government Council and affected entities. It should define the technical requirements for interconnecting all synchronous video networks and meeting the scheduling needs of different participants. Issues to be addressed should include business case, scheduling, traffic prioritization, security, quality assurance, cost-sharing, and existing contractual arrangements of regional networks. Specific steps might include:
 - a. Create a working group to continue the activities of the Video Standards Work Group to prepare an implementation plan for adherence to the new video/audio standards;
 - b. Conduct informative and working sessions to determine the needs, issues, and participants regarding interoperability within and outside the state;
 - c. Encourage participants to improve educational opportunities in the state via continued evolving video distance education;
 - d. Identify a “core sponsor” for video distance education in the state that will be the focal point to coordinate all of the activities associated with enhancement of services and interrelationships that will be critical for continued success;
 - e. Evaluate options for providing support services.

**Nebraska Information Technology Commission
Technical Panel**

**Network Architecture Work Group
Charter**

Purpose	Make recommendations to the Technical Panel on all matters relating to the state's network architecture.
Sponsor	Brenda Decker, DAS - Division of Communications
Scope / Boundaries	Section 3 of the Statewide Technology Plan establishes a state enterprise architecture framework to provide guidance on various aspects of the state's technical environment. The network architecture -- one element of this framework -- defines and provides guidance for the communications infrastructure and issues relating to interconnectivity of systems. This includes physical and logical network topologies as well as the software protocols that enable all the devices to interoperate with one another. The work group should follow the outline of the network architecture contained in the Statewide Technology Plan.
Desired Goals and Outcomes	<ul style="list-style-type: none"> • Review and revise the "scope" of the network architecture. • Review and revise the "principles" for the network architecture. • Identify "best practices" for the network architecture. • Recommend "standards and guidelines" for the network architecture.
Authority	<p>This work group will:</p> <ul style="list-style-type: none"> • Make recommendations to the Technical Panel regarding the network architecture, including: scope; principles; best practices; and standards and guidelines. • Identify problems and issues related to the technical environment. <p>Decisions on proposed recommendations will be determined by a vote of the members.</p>
Membership	Any member of one of the NITC Councils or Technical Panel may participate on the work group, with permission of the sponsor. Membership shall include representatives from the following entities: State agencies (HHS, Roads, Labor, NET, NDE, IMServices, IDSD); Education (University of Nebraska, State Colleges, Community Colleges, ESUs); and Others (NOL). The sponsor of the work group may solicit membership from other entities to provide additional perspectives and information.
Reporting	The sponsor of the work group will report to the Technical Panel as needed.
Timeframe	This work group will continue in existence until this charter is repealed.

Adopted by the Technical Panel on April 11, 2000

Memorandum – Technical Panel Action Requested

To: Technical Panel of the NITC

From: Michael F. Beach
Nebraska Educational Telecommunications

Subject: Network Standards Workgroup of the NITC Technical Panel

At the November 2000 meeting of the Technical Panel, I was asked to form and chair a new subcommittee of the Technical Panel. This workgroup was to determine the next video standard for the distance learning networks of the state of Nebraska. This document is the proposed basis for that workgroup. I am asking that the Technical Panel ratify the workgroup as outlined below.

Membership of Workgroup

The following individuals are recommended as workgroup members. Each has been contacted and has agreed to serve in this group if approved by the Technical Panel.

Michael Beach (Chair)

Assistant General Manager - Director of Engineering
Nebraska Educational Telecommunications
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Don Ferneding

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Gerry Hurley

Network Planner
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Dennis Linster

Chief Information Officer
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Email dlinster@wscgate.wsc.edu

John Horvath

Director
Tri-Valley Distance Education Consortium
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Goals

The initial goal of the Standards Workgroup is to recommend a statewide standard for video / audio on state distance learning networks. The intent is to achieve interoperability of current systems, and to establish a standard for all constituents who will use the state distance learning networks in the future.

The second goal is to develop an implementation and migration strategy to allow for smooth transition of existing networks to the new standard.

Implementation

The workgroup will establish the specific process for accomplishing the goals. The process should include the following steps:

- Establish criteria on which to judge the possible competing standards.
- List all possible standards to be considered.
- Initially eliminate any system which will not improve efficiencies or meet current and projected needs.
- Conduct in-depth research and setup demonstrations and comparisons of remaining options.
- Draw conclusions based on criteria.
- Create a detailed report and give appropriate demonstrations to the Technical Panel and Education Council.
- Create a migration / implementation plan to include the following:
 - How to integrate new systems using the new standard into the current system as they come on line.
 - How to integrate existing systems into the new standard until replaced or upgraded.
 - How to migrate when the existing system is upgraded to the new standard.
 - Identify the financial impact and ways to minimize it.

Proposed Schedule

Due Date	Deliverable
Jan 2001	Present goals & participants to Tech Panel for approval.
Feb 2001	Engineering and economic criteria established and standards to be considered established.
Mar 2001	Less efficient standards eliminated and short list for detailed study determined.
Apr 2001	Individual spreadsheets on each standard and its status relating to established criteria. Select finalists.
May 2001	Demonstrations of finalists.
Jun 2001	Present findings to Technical Panel for approval. Give demonstrations.
Jul 2001	Create migration / implementation plan and present to Technical Panel for approval.

It is the intent of this workgroup to also keep the Education Council of the NITC informed on its progress.