

Global Justice Information Sharing Initiative
Global XML Governing Task Force
Meeting Summary
Denver, Colorado
July 8, 2003

Meeting Background and Purpose

The Bureau of Justice Assistance (BJA), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), convened the Global Justice Information Sharing Initiative (Global) Extensible Markup Language (XML) Governing Task Force (“Task Force”) meeting on July 8, 2003, in Denver, Colorado. The Task Force was convened for the purpose of determining what components were needed to move the Global Justice XML Data Model (GJXDM) into production and how to improve the day-to-day operational processes. Mr. Jim Roggero, Chairman, Emerging Technology Committee, was slated to lead the meeting, but due to illness, he was unable to travel. Mr. Paul Embley chaired the meeting in his stead and set forth the following agenda and key discussion points:

- ❑ Operational Components to Move GJXDM into Production
 - Authorize a GJXDM Operational Entity
 - Operational Entity Processes
 - Form an Advisory Body
- ❑ Ownership Relationships Among Global, BJA, and the GJXDM
- ❑ Action Items Necessary for GJXDM Completion

Convening and Introductory Remarks

Mr. Embley convened the Task Force meeting. The following individuals were in attendance:

Lieutenant John Aerts
*Los Angeles County, California,
Sheriff's Department
Norwalk, California*

Mr. Ben Artichoker
*Cangleska, Inc.
Kyle, South Dakota*

Mr. Paul Embley
*Practitioner Resource Group
Frankfort, Kentucky*

Mr. Ken Gill
*Bureau of Justice Assistance
Washington, DC*

Mr. Bob Greeves
*Bureau of Justice Assistance
Washington, DC*

Mr. Tom Henderson
*National Center for State Courts
Arlington, Virginia*

Mr. George Hogshead
*Bearingpoint, Inc.
Wexford, Pennsylvania*

Mr. Mike Hulme
*Unisys Corporation
Reston, Virginia*

Mr. Thomas Kooy
CriMNet
Arden Hills, Minnesota

Ms. Monique Schmidt
Institute for Intergovernmental Research
Tallahassee, Florida

Ms. Catherine Plummer
SEARCH, The National
Consortium for Justice
Information and Statistics
Sacramento, California

Mr. John Terry
Institute for Intergovernmental Research
Tallahassee, Florida

Mr. James Pritchett
Southwest Alabama Integrated
Criminal Justice System
Foley, Alabama

Ms. Richelle Uecker
National Association for Court
Management
Minneapolis, Minnesota

Ms. Donna Rinehart
Institute for Intergovernmental
Research
Tallahassee, Florida

Ms. Christina Zdrazil
Institute for Intergovernmental Research
Tallahassee, Florida

Operational Components to Move GJXDM into Production

Since the research, development, and preproduction work on the GJXDM have been completed by the XML Structure Task Force (XSTF) and the Georgia Tech Research Institute, the strategies for governance and operational oversight for moving the GJXDM products into operational (“production”) mode were discussed. The group discussed the needs involved in recruiting an operational entity for day-to-day processes and the appointment of an advisory body for overall governance functions.

Authorize a GJXDM Operational Entity

The following were identified as criteria for an operational entity:

- Provides day-to-day operations for administrative functions
- Reports to OJP
- Ties back to Global through the GJXDM Advisory Body

Operational Entity Processes

The Global XML Governing Task Force is charged with developing a set of recommendations for an operational entity process for the GJXDM and related products. Since Global is regulated by Federal Advisory Committee Act guidelines (see <http://it.ojp.gov/faca-full.jsp>), Global must recommend criteria for setting up the process. Global can then submit the recommendation, such as a policy document, to OJP for consideration.

It was also noted that the search for an operational entity has been difficult and that the development of specific operational components/processes would assist OJP in their recruitment efforts. Mr. Embley stated that “we need to come up with a very specific

paper that says this is what we need the operational entity to do.” Discussion ensued and the following were outlined as the required operational components/processes:

- Technical and system supports (tiers for schema, document style sheets)
- Help desk, support tools, and a knowledge base
- Education
- Technical assistance
- Distribution and presentation
- Determination of scope or boundaries (what we can or cannot do)
- Registry/Repository
- Change process
- Knowledge management product
- Budget/sustainability
- Strawman
- Necessary services
- Incentives (to use/maintain)
- Feedback mechanism

Form an Advisory Body

The Global XML Governance Task Force recommended the creation of a GJXDM Advisory Body that is part of the Global organizational structure to handle GJXDM governance functions. The following were outlined as criteria for the advisory body:

- Requires a membership that is multidisciplinary and representative of Global and the justice community
 - Law Enforcement
 - Public Safety
 - Corrections
 - Prosecution
 - Courts
- Provides oversight, direction, and vision in an advisory role
- Reports to the Global organizational structure

The Task Force agreed that Global will handle the responsibility of appointing an advisory body since it will be part of Global’s organizational structure.

Ownership Relationships Among Global, BJA, and the GJXDM

The processes, roles, and responsibilities for the interactions among the GJXDM Advisory Body, OJP, and the GJXDM organizational entity need to be further developed and include subelements such as a mission, authorization, and ownership.

The GJXDM Advisory Body will recommend overall policy to OJP regarding the organization and content of the dictionary/schema and registry but will also provide input

when the operational entity is confronted with situations that are not straightforward or are not adequately addressed in documented policies and procedures. OJP will serve both as the conduit for communication between the operational entity and the advisory body and also as the managing body over the operational entity. Furthermore, it is anticipated that OJP will provide funding in support of the operational entity.

Action Items Necessary for GJXDM Completion

The following were highlighted as action items necessary for GJXDM completion:

- Programmatic Resources
- Outreach/Marketing
- Data Model Delivery
- User Documents
- Example Documents/Schemas

Conclusion

Mr. Embley summarized the following Task Force recommendations:

- Draft a policy document to submit to the Global Advisory Committee on October 8-9, 2003.
- Recommend the structure and representatives for the GJXDM Advisory Body.
- Write up the operational requirements of GJXDM and functions of the operational entity.

With no further business before the XML Governing Task Force, the meeting was adjourned.