

THE GOVERNOR
Title 4—ADMINISTRATION
GOVERNOR'S OFFICE
[4 PA. CODE CH. 7]
[EXECUTIVE ORDER NO. 2002-6]
PA Open for Business

June 6, 2002

Whereas, historically, the Commonwealth has required businesses to repeatedly submit various pieces of information to multiple agencies in numerous forms and formats as determined by separate authorities; and

Whereas, advances in information technology enable the Commonwealth to make information exchanges from business to government, government to business, and across government agencies more efficient and effective for all parties; and


Whereas, governments that make required interactions with business faster, easier, and cheaper provide a competitive advantage for businesses under their jurisdiction and encourage economic growth; and

Whereas, the Commonwealth has created the Internet "Business" portal PA Open for Business with the goal of becoming the national leader for online interaction between business and government; and

Whereas, early versions of PA Open for Business have received national recognition for creating a single face of government for business with customized content and paperless information exchange; and

Whereas, the purpose of this Executive Order is to issue strategic direction to state agencies regarding PA Open for Business and to formalize its governance structure to include the PA Open for Business Steering Committee, Project Office, and Executive Council.

Now, Therefore, I, Mark S. Schweiker, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the constitution of the Commonwealth of Pennsylvania and other laws of the Commonwealth, do hereby establish the strategic objectives and governance structure for PA Open for Business.



Governor

Fiscal Note: GOV 02-6. No fiscal impact; (8) recommends adoption.

Annex A
TITLE 4. ADMINISTRATION
PART I. GOVERNOR'S OFFICE
CHAPTER 7. MISCELLANEOUS PROVISIONS
Subchapter UU. PA OPEN FOR BUSINESS

- Sec.
 7.781. Purpose.
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 7.783. PA Open for business governance structure.

§ 7.781. Purpose.

The PA Open for Business initiative will serve to enhance economic growth in this Commonwealth by making information exchange between business and government, and across government agencies faster, easier and less expensive. The overall mission of this initiative is to become and sustain the Commonwealth as the National leader for online transactions between and among government and business.

§ 7.782. Strategic objectives.

PA Open for Business will:

- (1) Serve as the “single face of government” for Internet communications between businesses and government in this Commonwealth.
- (2) Personalize content to each business user’s individual needs.
- (3) Take full advantage of the Internet for all communications.

§ 7.783. PA Open for business governance structure.

The PA Open for Business governance structure consists of a Steering Committee and the Project Office, with oversight roles by the Executive Council and the Governor’s Office as follows:

(1) *Steering Committee.*

(i) *Objectives.* The objectives of the Steering Committee are to:

- (A) Develop fiscal year goals for each of the Governor’s strategic objectives, in consultation with the PA Open for Business Project Office.
- (B) Oversee effective implementation of fiscal year goals by the PA Open for Business Project Office and participating agencies.

(ii) *Responsibilities.* The Steering Committee shall:

- (A) Make binding decisions and reach consensus on policy matters that cannot be resolved by the PA Open for Business Project Office.
- (B) Seek timely resolution from the Governor’s Director of Policy on any issue that cannot be adequately resolved by a consensus of the Steering Committee.
- (C) Meet at least once every 2 months.
- (D) Approve PA Open for Business timelines and project management plans as developed by the PA Open for Business Project Office.
- (E) Serve as the liaison between the PA Open for Business Project Office and the participating cabinet secretaries.
- (F) Create subcommittees to provide technical/process expertise in support of the PA Open for Business Project Office’s tactical plan.

(iii) *Composition.* The Steering Committee consists of deputy secretary-level appointees, or an equivalent senior manager, who reports directly to the cabinet secretary, has decision-making authority, and embraces a Commonwealth “enterprise” perspective from the Departments of Labor and Industry, Revenue, State, Community and Economic Development, and the Office of Administration’s Office of Information Technology, the Center for Customer Service and Innovation, and other designees as appointed by the Governor.

(iv) *Chairperson of the Steering Committee.* The responsibilities of the Chairperson are to:

- (A) Lead the PA Open for Business initiative and achieve the Governor’s strategic objectives.
- (B) Preside over all PA Open for Business Steering Committee meetings and official business for the initiative.
- (C) Serve a 1-year, renewable term at the pleasure of the Governor.
- (D) Serve as the primary point of contact for the Governor’s Director of Policy and the Cabinet Secretaries on PA Open for Business matters.
- (E) Serve as chief spokesperson for the PA Open for Business within and outside of State government.

(2) *PA Open for Business Project Office.*

(i) *Objectives.* The objectives of the Business Project Office are to:

(A) Develop an annual project plan for each fiscal year to achieve the goals established by the Steering Committee.

(B) Direct day-to-day project management of the PA Open for Business initiative including supervision of contractors, technical support and process management at all levels of detail.

(ii) *Responsibilities.* The PA Open for Business Project Office shall deliver a written report twice annually on the status of the PA Open for Business initiative to the Governor's Director of Policy and participating agency cabinet secretaries.

(iii) *Composition.* The PA Open for Business Project Office shall consist of:

(A) A Director appointed by the Steering Committee and the Office of Administration.

(B) Appropriate staff within the Office of Administration as determined by the Director, in consultation with the Office of Administration's Deputy Secretaries for Human Resources and Management and Information Technology, and the PA Open for Business Steering Committee.

(C) Co-located personnel from participating agencies as necessary to support PA Open for Business technical or business process management needs.

(iv) *Organizational location.* The PA Open for Business Project Office is located within the Office of Administration, Office for Information Technology, and reports to the Deputy Secretary for Information Technology for administrative purposes, except for co-located employees working full-time on PA Open for Business from participating agencies who will remain under the jurisdiction of the participating agency.

(3) *Governor's Director of Policy.*

(i) *Objective.* The Governor's Director of Policy interprets and clarifies the Governor's purpose and strategic objectives for the PA Open for Business initiative for the Steering Committee.

(ii) *Responsibilities.* The Governor's Director of Policy, or equivalent member of senior staff:

(A) Consults with the Offices of Budget, Information Technology and General Counsel, as necessary, to make timely, binding "enterprise" decisions for the PA Open for Business initiative. This role includes responsibility for the resolution of interagency disputes that cannot be resolved by the Steering Committee, as well as any other matters of importance as identified by participating parties.

(B) Is the primary point of contact within the Governor's Office for the Steering Committee.

(C) Receives a written report, twice annually, on the status of the PA Open for Business initiative, and upon review, determines whether the Governor's overall strategic objectives are being met, and issues new guidance as necessary.

(D) Reports, as needed, to the Governor on progress toward the initiative's strategic objective.

(E) Makes recommendations to the Governor concerning agency representation and chairmanship of the Steering Committee.

(4) *Executive Council.*

(i) *Objective.* The objective of the Executive Council is to provide broad guidance for the PA Open for Business initiative on matters relating to State agency functions and processes.

(ii) *Responsibilities.* The Executive Council shall receive a written report, twice annually, on the status of PA Open for Business and ensure that the project is compatible with the core missions of each agency.

(iii) *Composition.* The Executive Council consists of the cabinet secretary of each of the participating agencies, and will be chaired by the Secretary of Administration.

[Pa.B. Doc. No. 02-1129. Filed for public inspection June 28, 2002, 9:00 a.m.]

GOVERNOR'S OFFICE

Amendment to Proclamation

June 14, 2002

Whereas, on February 12, 2002, I declared a state of drought and water shortage emergency in twenty-four counties of the Commonwealth due to a long and continuing period of rainfall deficits and a lack of winter snow accumulation which resulted in abnormally low stream flows, reduced groundwater levels and water supply shortages within those counties; and

Whereas, on May 7, 2002, I renewed the Declaration of Drought Emergency for ninety days in twenty counties of the Commonwealth due to insufficient amounts of rainfall to replenish the groundwater levels or return overall water supplies to their normal levels within those twenty counties; and

Whereas, since the May 7, 2002 renewal of the Declaration of Drought Emergency, there has been sufficient amounts of rainfall in Bucks, Dauphin, Montgomery, Perry, Philadelphia, and Wayne Counties to replenish the groundwater levels or return overall water supplies to their normal levels within those six counties; and

Whereas, the previous drought and water shortage conditions no longer exist within those six counties.

Now Therefore, I, Mark S. Schweiker, Governor of the Commonwealth of Pennsylvania, pursuant to the provisions of Subsection 7301(c) of the Emergency Management Services Code (35 Pa.C.S. Section 7101 et seq.), do hereby order and direct as follows:

1. The Counties of Bucks, Dauphin, Montgomery, Perry, Philadelphia, and Wayne are removed from the designated drought emergency area.
2. All of the authorized actions by state agencies and departments, regulations, water-use restrictions, and other terms, conditions, and provisions of the February 12, 2002 Declaration of Drought Emergency shall continue in full force and effect in the fourteen counties that remain in the designated drought emergency area.
3. This Proclamation amendment shall take effect immediately.

Given under my hand and the Seal of the Governor, at the city of Harrisburg, this fourteenth day of June in the year of our Lord, two thousand and two and of the Commonwealth, the two-hundred and twenty-sixth.



Governor

[Pa.B. Doc. No. 02-1130. Filed for public inspection June 28, 2002, 9:00 a.m.]