

Reports User Group Charter

The Reports User Group (RUG) was established to represent all users of the National Finance Center's (NFC's) report systems.

Purpose

The RUG provides an interface between the NFC user community that utilizes NFC reporting capability, the program staffs at departmental level and the technical systems staff at the NFC. RUG provides a process to user agencies regarding the reporting system capabilities and assures the integrity of the system. The purpose of RUG is to recommend improvements, along with reporting and sharing information.

Responsibilities

Reports User Group (RUG):

- Represents all users that utilize NFC's reports and assures their needs are fairly represented.
- Identifies, develops, reviews and recommends reporting procedures.
- Identifies and recommends proposed improvements/enhancements on a variety of reports within the NFC system. These reporting avenues include: FOCUS, Reporting Center, CULPRT, RFQS, etc.
- Provides technical advice and assistance within the user community.
- Provides a mechanism for sharing problems and solutions among users as it relates to reports developed by NFC.
- Develops consensus solutions to problems and/or develops priorities within the user group.
- Assists in the design, requirements, testing and implementation of reports system changes.

Chairperson:

The Chairperson will be a member of the NFC staff. Responsibilities include:

- Assures meeting is run in a smooth, orderly manner.
- Coordinates and submits the proposed report changes, improvements and/or enhancements to assure requirements are presented in an accurate format.
- Coordinates implementation of recommended changes.
- Requests volunteers for special workgroups.
- Presents completed proposals to the Chairperson of CAPPs for presentation to clients.
- Schedules quarterly meetings and distributes the agenda, handouts and action items report to members via GovDelivery.
- Reserves meeting rooms at the NFC Client Services Office (CSO) in Washington, D.C.
- Posts Charter, notes, handouts and action items report on the NFC Homepage.
- Represents the user group to NFC when discussing topics of interest or concerns to the user group members.

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Facilitator:

- Coordinates with the Client Management Branch (CMB) on the receipt, consolidation, development and issuance of agenda items.
- Assists the Chairperson of the user group by scheduling meetings, obtaining meeting rooms and distributing the agenda to internal NFC personnel in New Orleans.
- Provides the Meet-Me-Number to out of town participants.
- Compiles and finalizes the meeting notes.
- Represents the user group to NFC when discussing topics of interest or concerns to/from the user group members.
- Ensures action item issues are brought to the attention of the NFC Development staff and requests participation at the meetings with the NFC staff.

Member:

- Submits agenda items.
- Identifies, develops, reviews and recommends procedures as related to reporting.
- Identifies, develops, reviews and recommends proposed reporting improvements/enhancements and recommends priorities.
- Assists in the design, requirements, testing and implementation of new reporting changes.
- Serves on workgroups as needed.

Meetings

Meetings will be held on a quarterly basis per calendar year and held in the USDA South Building/NFC CSO in Washington, D.C. Special meetings may be scheduled as needed.

General Comments

- The Chairperson will request additional topics from the Co-Chairperson(s) one month prior to the scheduled meeting.
- The Co-Chairperson(s) will submit additional topics to the Chairperson no later than one month prior to the scheduled meeting. *Note:* Items not received by the due date will be deferred until the next meeting, with the exception of system problems requiring immediate attention.
- The Chairperson will issue a reminder of the meeting and agenda one week prior to the meeting.
- The Facilitator will reserve a conference room and send an appointment to the appropriate internal NFC personnel in New Orleans.
- Meeting notes will be posted on the NFC Homepage no later than 8-10 business days after the meeting.
- All communication will be sent to/from the Reports User Group mailbox: RUG@usda.gov.