USDA Financial Management Modernization Initiative (FMMI) Operations and Maintenance (O&M) Meeting Charter

Charter Purpose

The purpose of this charter is to establish guidelines for the O&M meeting. O&M is held once a week to interact with USDA Agencies (FMMI customers) to provide two-way communication between the Center of Excellence (CoE) team providing FMMI operations and maintenance and the Agencies using FMMI to operate their business processes and accomplish their mission.

Key Stakeholders	Role	Responsibilities
Chief, Directives and Training Branch	O&M Meeting Chair	- Overall responsibility for scheduling and conducting meetings - Distribute meeting agendas to O&M community - Distribute meeting recaps to O&M community and post to Financial Services client page under Financial Management Notifications - Record the roll to track Agency/staff presence at the meetings
- Office of the Inspector General - Office of Homeland Security - Office of Civil Rights - Office of Communications - Office of the Chief Financial Officer - Office of the Executive Secretariat - Office of the Chief Economist - National Appeals Division - Office of Budget and Program Analysis - Office of the Chief Information Officer - Office of the Secretary - Departmental Administration - Working Capital Fund - National Institute of Food and Agriculture - Agricultural Research Service - Economic Research Service	Customer Agencies	- Each organization should have at least one representative in attendance - Document pertinent information provided at the meeting to ensure information is disseminated to appropriate personnel - Use the meeting as a forum to receive clarification on information shared or any questions that may arise

Key Stakeholders	Role	Responsibilities
• National Agricultural Statistics Service • Food Safety and Inspection Service • Risk Management Agency • Food and Nutrition Service • Rural Development • Farm Service Agency • Foreign Agricultural Service • Animal and Plant Health Inspection Service • Grain Inspection, Packers and Stockyards Administration/ Agricultural Marketing Service • Natural Resources Conservation Service • Forest Service		
• Customer Support Branch • BI Backend Processing Branch • Directives and Training Branch • Systems Security • Master Data Management Branch • Processing Services Branch • Financial Reporting Branch • Asset Reconciliation Branch • IPAC Operations Section • Working Capital Fund	OCFO Staff Representatives	• Each organization should have at least one representative in attendance • Document pertinent information provided at the meeting to ensure information is disseminated to appropriate personnel • Use the meeting as a forum to receive clarification on information shared or any questions that may arise • Report on issues as appropriate • Respond to customer inquiries as appropriate

Goal

The goal is to ensure FMMI continues to operate well and satisfy the needs of customer Agencies, and to identify and plan for the future needs of customer Agencies.

Agenda

- An agenda is provided prior to the meeting.
  - Roll is taken at the beginning of the meeting to record attendees.
- At a minimum, the agenda contains the following three topics:
  - Business Intelligence
    - Current status updates of FMMI modules, status of sub sequential BI reports availability. Agencies can refer to BI Dashboard, via the FMMI Portal for real-time updates.
  - Systems Security and Compliance
    - Any topics of interest to the Agencies and/or any topics the Agencies want to share with the CoE team.
  - Open Discussion
    - Other topics may be requested by Agencies or added by the CoE team to facilitate conversations regarding key operations and maintenance items.
- New topics may be introduced during the meeting; however, it is understood that additional time may be required to gather the data required to properly respond to the issue.

Discussion

The O&M meeting is one of the communication vehicles for all customer Agencies to gain insight into the operations of FMMI and upcoming events. It is also the forum for the customer Agencies to share information and requests with the FMMI CoE Team. It is a key element in the overall business process, linking the operations teams with the customer teams.

Meeting Recaps

- Minutes are recorded during the meeting, recapped, and posted on the [Financial Services](#) client page under [Recent Financial Management Notifications](#).
- Recaps provide which organizations may require follow-up on critical messages

Exhibit

Sample O&M Meeting Agenda

Charter Signature

/s/	April 24, 2019
Elizabeth Rafferty, Chief, Directives and Training Branch	Date

Operations and Maintenance Meeting

Tuesday, Current date

Agenda

Dial-in Information: XXX-XXX-XXXX **Pass code:** XXXXXXXX

Roll Call: APHIS, ARS, Chief Economist, DM, ERS, FAS, FNS, Forest Service, FSA, FSIS, GIPSA/AMS, Homeland Security Office (HSO), IAS,NASS, NIFA, NRCS, Advocacy & Outreach (OAO), Office of Asst. Secretary for Civil Rights (OASCR), OBPA, Office of Communications (OC), OCFO, OCIO, Office of Congressional Relations (OCR), Office of the Executive Secretariat (OES), OGC, OIG, Office of the Secretary (OSEC), PSD, RD, RMA, National Appeal Division (NAD), BI Backend Processing Branch, ARB, Customer Support Branch, Directives and Training Branch, Financial Reporting Branch, IPAC, Master Data Management Branch, Working Capital Fund, Processing Services Branch, Systems Security.

During the meeting, please DO NOT put your phone on HOLD. As needed, please put your phone on MUTE (*6).

1. BID Reports
2. SSCD Security
3. Open Discussion
4. Next Meeting: Tuesday, Current date, at 9:00 a.m. (CT)