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 Insight, 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 with the Client Management Branch on the receipt, consolidation, development and issuance of agenda items.
- Coordinates implementation of recommended changes.
- Requests volunteers for special workgroups.
- Schedule meeting appointments via a cloud-based video conferencing platform that allows users to connect via video, audio, phone, and chat.
- Posts Charter on the NFC Homepage.
- Send Quarterly Meeting notes to the Reports User Group community.
  Represents the user group to NFC when discussing topics of interest or concerns to the user group members.

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 and distributing to the RUG User community.
- Compiles and finalizes the meeting notes and saves the final copy to the shared drive and sends to the RUG User community.
- 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 every 2nd Tuesday at 12pm CT via a cloud-based video conferencing platform that allows users to connect via video, audio, phone, and chat. 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 Facilitator will send the appointment to the Reports User Group community.
- All communication will be sent to/from the Reports User Group mailbox: RUG@usda.gov.