

# Strategic Planning Committee (SPC)

The LFN SPC was approved on May 15, 2019 as a committee of the Governing Board. The SPC has the dual role of helping to set the strategy for LFN portfolio of projects as a whole and providing Projects visibility into the directions of the Governing Board. As with all GB committees the SPC only provides recommendations and guidance to the Governing Board. It is the GB that has the ultimate decision making authority regarding those recommendations.

## Committee Charter:

The Strategic Planning Committee's role towards the Governing Board is advisory. It prepares LFN strategy proposals to guide the LFN portfolio including its budget priorities for GB discussion and approval. It provide guidance to the LFN projects according to the strategy set by the GB

The above is achieved by

- Functioning as a communication channel between the GB and the TAC project leadership for collaboration and providing strategic guidance
- Cooperating with the TAC to achieve strategic collaboration between LFN projects and address umbrella-wide challenges
- Keeping GB updated about LFN project status and their strategic considerations including community status, key achievements and key challenges

## Membership:

- The minimum number of members on the SPC is an equal ratio of TAC project representatives to GB members, plus the chair
- The maximum number of members is 15

### Membership is open to:

- The SPC Chair will be selected by the committee from the members of the committee, but must be a platinum GB member
- Interested platinum GB members or the designee of a platinum GB member may sit on the committee
- Interested Gold/Silver Representative GB members may sit on the committee
- TAC GB representative
- The MAC Chair
- The TAC representative from each TAC project as determined by that project's leadership committee

### Membership Selection Process

- Governing Board Membership
  - If the number of GB member appointed candidates exceeds the available slots the GB will hold elections
  - Continuous term limits may be considered by the GB
  - Consideration is encouraged for the trade off between the rotation of the SPC representatives from the GB and continuity
- TAC project representation
  - TAC projects can create their own process for their representative selection including term limits

## Observers

Non-TAC projects may appoint one observer  
GB members who are not members of the SPC can always observe

## SPC Deliverables:

- The LFN portfolio strategy proposal to GB
  - Providing guidance on setting the yearly budget
  - Strategy on direction of LFN in general including potential new markets
- Communicating strategic guidance to the LFN projects based on the GB's approved LFN strategy
- Communication strategic guidance to the TAC based on the GB's approved LFN strategy
- Reports to the GB on the LFN portfolio performance according to LFN strategy
- Escalating project challenges and issues to the GB
- Examples of deliverable include but are not limited to:
  - Short-term and long-term strategy for the project
  - Key priorities, timelines and KPIs for the projects
  - Dependencies of the project on other LFN projects and any need for tighter alignment between the projects
  - Project playbooks which are created together with the TSC and the SPC
  - Project playbooks that are combined together to an LFN playbook
  - SPC proposes the LFN strategic playbook for board approval

## SPC Voting Procedures:

- Committee members all have a vote
- Observers are not allowed to vote
- Chair breaks a tie in case of even number of votes

## The Relationship Between the SPC and the TAC

- The SPC can provide guidance to the TAC from the GB in line with the board strategy
- The SPC will present the strategy proposal to the TAC and gather comments from the TAC before the strategy proposal is presented to the GB
- The TAC Representative to the GB can correct misunderstandings from the SPC-TAC discussion and represent the TAC view in and GB deliberations of the proposal

## Requirements of SPC Members

- **SPC members can expect to attend at least 2 hours of meetings per week between June 17th through the Governing Board F2F meeting at ONS-EU on Sep 26th, 2019.** This is required to get a baseline prepared for that GB meeting.
- After that expectations will be **approximately one (1) working day a month per member consisting of:**
  - Attending a one hour per TAC project per quarter
  - addition SPC internal/planning meetings that may be needed
  - Once a quarter meeting with the TAC on LFN portfolio guidance
  - Once every quarter before GB meetings to prepare an agenda item for the GB
  - Mailing list discussion between meetings
  - Face-to-face meeting with TAC/TSCs when possible and needed (e.g. at ONS when both SPC and TAC are present)