

**Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

ITP Number:	ITP-NET009	
ITP Title:	Video Conferencing Services for the Commonwealth of PA	
Issued by:	Deputy Secretary for Information Technology	
Date Issued:	November 16, 1998	Date Revised: December 20, 2010
Domain:	Network	
Discipline:	Network Services	
Technology Area:	Voice/Data/Video Integration	
Revision History Date:	Description:	
12/20/2010	ITP Refresh	

Abstract:

This Information Technology Policy (ITP) establishes an enterprise-wide policy directing agencies to utilize the Commonwealth's video conferencing systems and video bridge.

General:

This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the governor's jurisdiction are strongly encouraged to follow this policy.

Video conferencing can be effectively used in government to encourage information dissemination, communication and collaboration between state and local governments and other public functionaries. The statewide network provides Agencies with the opportunity to consider bandwidth-intensive applications such as video conferencing.

Policy:

The Commonwealth's Video Conferencing Network is an enterprise resource to be shared by Commonwealth agencies. For this purposes of this policy, the Commonwealth's Video Conferencing Network includes the following:

- Equipment owned, maintained, and scheduled by the Office of Administration/ Offices for Information Technology/Bureau of Infrastructure and Operations (OA/OIT/BIO).
- Equipment owned, maintained, and scheduled by Commonwealth agencies.

Accordingly, it is the policy of the OA/OIT to ensure and promote:

- Interconnectivity and interoperability among Commonwealth video conferencing systems through adherence to International Telecommunications Union (ITU) video standards;
- Efficient and cost-effective use of shared video resources among agencies;
- New video over IP technologies that offer greater capabilities as well as network support for existing technologies and standards.

Agencies are to use the following Commonwealth-provided services in lieu of independently contracting for external services:

- Video Conferencing sites are available throughout the Commonwealth.
- Multipoint video conferencing is available through the Commonwealth's Technology Center's video bridge with ISDN and IP interconnect capability ports.
- Video conferencing services for the Commonwealth can be viewed at the *Video Conferencing website reference below.*

Refresh Schedule:

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppar.oa.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

Questions:

Questions regarding this policy are to be directed to ra-itcentral@pa.gov.

Policy Supplements:

[OPD-NET009A](#) - Commonwealth of PA Video Services Operational Guidelines

Reference:

[Video Conferencing Services](#)