

FGDC Homeland Security Working Group Charter

I. PURPOSE

This Homeland Security Working Group (HSWG) is established under the auspices of the Federal Geographic Data Committee (FGDC) to serve as the focal point for identification of metadata, information content, symbology, interface specifications, and other guidelines, specifications, and standards for geospatial information technologies required to support activities under the general heading of homeland security. The HSWG also will develop and use existing nationwide coordination mechanisms between all levels of government to encourage appropriate participation in its activities and to fully inform relevant agencies about standards, data production, coordination activities, management planning, and training opportunities. Initially the HSWG will focus on the geospatial critical infrastructure thematic layers needed for homeland security missions (commonly referred to as “homeland security data”). Subsequent to that the HSWG may focus on other geospatial information technologies relevant to homeland security missions.

Homeland Security missions include:

- The deterrence, prevention, and preemption of, defense against, and recovery from direct attacks aimed at U. S. territory, population, and infrastructure (commonly referred to as “Homeland Defense”), particularly those assets that comprise the critical infrastructure of the nation.
- Support to civil authorities at all levels of government for response to naturally- and anthropogenically-caused domestic emergencies, civil disturbances, and designated law enforcement efforts.

The work of the FGDC to establish the National Spatial Data Infrastructure supports our nation’s needs for homeland security. The applications of geospatial information technologies to our nation’s homeland security priorities include:

- An information technology base, with emphasis on the needs of the first responder community, for use in planning and conducting exercises and personnel training, particularly when multiple jurisdictions and/or agencies are involved, and for providing coordinated and consistent data and information availability. Requirements for the technology base will be gathered through interaction with organizations representing communities of interest in the homeland security mission area and other FGDC subcommittees and working groups.
- Information and tools enabling the National Spatial Data Infrastructure (NSDI) to be responsive to governments at all levels in the preparation for, prevention of, protection against, response to, and recovery from chemical, biological, radiological, or nuclear (CBRN) events and other threats to the nation’s population centers and critical infrastructures.
- Support for analyses of national borders (including crossing points, ports, waterways,

and airports) to assist in developing, refining, and monitoring border agreements and entry/exit controls.

- Support for mutual aid assurance across the Nation so that local, tribal, state, federal, and volunteer entities can operate together effectively through use of common, coordinated information sources and tools that ensure that elected officials and lead decision-makers are capable of developing integrated local and state plans that successfully integrate into and are enabled by national plans.

II. SCOPE

It is the responsibility of the HSWG to identify geospatial data applicable to homeland security, and to address unsatisfied information needs. The HSWG is complementary to all other activities to populate the NSDI. Hence, for homeland security information needs that are addressed by other subcommittees, working groups, and other activities of the FGDC, the HSWG coordinates the use of those organizations' products by the HSWG member organizations and the community served by the HSWG.

III. LEAD AGENCY

The National Imagery and Mapping Agency (NIMA) and U.S. Geological Survey (USGS) will co-chair the HSWG in accordance with FGDC processes and procedures for working group activities.

IV. AUTHORITY

The activities of the HSWG are in accordance with OMB Circulars A-16, A-119, and A-130, and Executive Order 12906.

V. MEMBERSHIP

The HSWG shall consist of representatives designated by the Federal agencies that as a part of their mission collect or finance the collection of geospatial data that are applicable to homeland security missions and by the agencies that are legislatively mandated to directly apply these data (e.g. those agencies listed in the Federal Response Plan). Each member agency of the Working Group shall designate its representatives, alternates if desired, and changes thereto, to the HSWG Chairpersons. Non-Federal governmental organizations (state, local, and tribal governments) and associations that represent groups of non-Federal governmental organizations may be added with the concurrence of the HSWG Chairpersons and will be recorded in Attachment A, which may be amended at any time.

Nongovernmental organizations may participate in the HSWG, but their participation is limited to a non-decision making role. Thus, industry associations or consortia, non-US governmental organizations, and so forth may be invited to attend meetings of and provide information and opinions to the HSWG, but they shall not participate in the decision making of the working group.

The HSWG shall be chaired by one member from each of the lead agencies, NIMA and

USGS. Additionally, each lead agency shall appoint an alternate chairperson who shall act in lieu of the agency's chairperson in that chairperson's absence.

VI. RESPONSIBILITY

The responsibilities of the HSWG include:

- A. Assisting NIMA, the USGS, and the FGDC in establishing and publishing guidelines, specifications, and standards for homeland security data.
- B. Assisting in the development and adoption of common standards of content, format, and accuracy for homeland security data for use by all Federal agencies, with adoption for use by non-Federal organizations encouraged to increase interchangeability and interoperability.
- C. Facilitating by formal and informal means the coordination of agencies' activities related to homeland security data and its exchange among agencies and levels of government.
- D. Facilitating the collection, compilation, and dissemination of information for and about homeland security data activities.
- E. Identifying ways in which homeland security data from any source(s) may be included in the National Spatial Data Infrastructure.
- F. Recommending any changes in the definition of homeland security data to more accurately describe its scope.
- G. Participating in the development and evaluation of data definitions and standards used by the United Nations and other international organizations and making recommendations for their inclusion in homeland security data as and when appropriate.
- H. Facilitating the economic and efficient application of homeland security data.
- I. Supporting higher-order or crosscutting activities established or recognized by the FGDC, such as Geospatial One-Stop.
- J. Supporting the testing and validation of guidelines or specifications developed or modified by the HSWG through integration of products based on the specifications in operations initiatives, such as the Geospatial One Stop and the Homeland Security Advanced Concept Technology Demonstrations.¹

¹ The Advanced Concept Technology Demonstration (ACTD) process was initiated to permit the early and inexpensive evaluation of mature advanced technology to meet the needs of the military. The evaluation is accomplished by the military to determine military utility before a commitment is made to proceed with formal acquisition. ACTDs also allow the military to develop and refine operational concepts to take full advantage of the new capability. Upon conclusion, a successful ACTD may leave behind a residual operational capability. The capability can be replicated, if only a few are required, or can be transitioned into the appropriate phase of formal acquisition.

- K. Assisting in the development and implementation of guidelines for the dissemination (web-served or other) of geospatial information that may be or are determined to be Homeland Security-sensitive.

VII. PROCEDURES

HSWG meetings will be held at the call of the HSWG Chairpersons, at least quarterly. Normal notification of meetings, accompanied by an agenda, will be made to members of the HSWG and to the FGDC Executive Secretary no less than 10 Federal working days in advance of a meeting. However, "emergency meetings" may be called by the chairpersons at any time, with however much advance notice as is possible under the prevailing circumstances.

Due to the nature of some types of information required to assure homeland security and the processing and storage of that information, some meetings of the HSWG and its associated subgroups are held at the SECRET security level. Those meetings are held in facilities that are authorized for meetings at the SECRET security level. Additionally, only persons holding SECRET security clearances from or recognized by the US Department of Defense are permitted to attend those meetings. Such meetings will be limited to the discussion of the topics necessitating a meeting at the SECRET level.

All decisions are made on the basis of consensus agreement. Where agreement cannot be reached, the issue is promptly referred to the FGDC Executive Secretary to be scheduled for resolution.

The HSWG Chairpersons consult with the Chairperson of the Coordination Group to determine the need for further coordination prior to implementing HSWG decisions that impact the FGDC or its other subcommittees or working groups.

The HSWG by consensus may establish additional rules and procedures for conducting business.

VIII. SUBGROUPS

The HSWG may create task groups and further subgroups at the discretion of the HSWG Chairpersons, and as appropriate, to carry out the activities of the HSWG in meeting its responsibilities. The establishment of subgroups of more than 12 months duration that are in addition to any specified in this exhibit and the abolishment of any such subgroup requires the approval of the FGDC Coordination Group. Participants in these groups may be drawn from its member organizations and from other organizations, as appropriate.

IX. COORDINATING MECHANISMS

The HSWG will employ those tools that are best suited to meeting its responsibilities. Examples include working group meetings, national user forums, annual requirements solicitations, user surveys and analyses, spatial data user workshops, research initiatives, and cooperative ventures. The HSWG may use these tools or any others it deems necessary for the conduct of its business and the coordination of its work with appropriate governmental, private sector, and

academic entities.

The HSWG Chairpersons will coordinate the HSWG's activities with other FGDC subcommittees, working groups, and other components by participating in the FGDC Coordination Group.

X. REPORTS

The HSWG formally reports to the FGDC annually, prior to December 31. The HSWG annual status report shall be submitted to the Executive Secretary, and shall contain:

- Accomplishments of the past calendar year,
- An operating plan for activities for the upcoming year,
- Photographs, diagrams, and other materials that may be of value for inclusion in FGDC reports,
- A brief discussion of any problems encountered and other matters of interest.

Special reports and technical papers also may be requested by the FGDC during the reporting period describing special projects, coordination with other subcommittees or working groups, and the development of status graphics or catalogs and informational or educational brochures on the use and availability of critical infrastructure data and tools supporting information needs for homeland security.

The HSWG Chairpersons shall provide a draft report of HSWG meetings, including HSWG recommendations and action items, to HSWG members for review prior to approval.

The HSWG Chairpersons shall provide the final report of HSWG meetings to HSWG members, the FGDC Executive Secretary, and the Standards Working Group Chairperson.

XI. TERMINATION

The HSWG shall remain in existence until terminated by the FGDC.

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FGDC Homeland Security Working Group Charter - Attachment A
National States Geographic Information Council