

# **Critical Manufacturing Sector Government Coordinating Council Charter**

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## **1. Official Designation**

The official designation of this Council is the “Critical Manufacturing Sector Government Coordinating Council,” hereinafter referred to as the “GCC” or the “Council.”

## **2. Governance**

GCC members will make decisions through a consultative process, encourage the exchange of information and points of view, and strive for consensus. Although any member may disagree with a decision, other members will strive to understand and close the gaps creating the disagreement. Dissension will be recognized and reasons clearly understood by all other members when a member absolutely cannot agree. When there is dissension, the GCC may move forward and take action, nevertheless, to fulfill the obligations of the Council. GCC members will strive to meet timelines and deliverables even when there is less than full agreement.

The GCC recognizes that each member is a government entity or organization with inherent legal authorities and parameters within which they must operate. At times, these authorities may restrict a member’s ability to provide agreement on a decision or preclude the dissemination of information to certain members due to classification restrictions and/or inadequate security clearances of member representatives. These inherent legal authorities must be clearly articulated and understood by the GCC when they are the basis for dissent and the inability to enter into consensus.

Council members shall strive to faithfully represent the position of their individual government agencies; however, the GCC recognizes that representatives may lack legal authority to act on behalf of their agencies. Therefore, the actions of the GCC or of individual members may not be binding on a government agency.

## **3. Objective**

The objective of the GCC is to provide effective coordination and communication of Critical Manufacturing Sector resilience, security and security-related strategies, and policy across and between government agencies, and between the agencies and the sector to support the Nation’s homeland security mission. The GCC shall support the implementation of the National Infrastructure Protection Plan 2013, and shall act as the counterpart and partner to the private, industry-led Critical Manufacturing Sector Coordinating Council (SCC) to plan, implement, and execute sector-wide resilience and security programs for the Nation’s Critical Manufacturing facilities and other infrastructure assets within the Critical Manufacturing Sector.

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## **4. Scope of Activity**

The GCC will accomplish this objective through the following essential activities:

Identifying sector issues that require public-private coordination and communication. The GCC shall bring together diverse government interests to identify and develop collaborative national strategies that advance the resilience and security of critical infrastructure. The GCC shall support the policies, processes and protocols, and technology that enable the sharing of this information among government and private sector entities, as well as international partners.

Identifying and assessing sector interdependencies, vulnerabilities, and opportunities for increasing the sector's resiliency. The GCC shall help build national awareness on issues related to preparedness, recovery, and reconstitution of Critical Manufacturing Sector infrastructure affected by large-scale disasters caused by a terrorist attack, natural disaster, or other incidents.

Identifying and promoting successful programs and practices which contribute to the development of a sustainable and resilient national infrastructure. The GCC shall facilitate the sharing of experiences, ideas, lessons learned, and innovative approaches related to the security and resilience of critical infrastructure.

Identifying complementary efforts and leveraging resources within government and between government and other stakeholders that can be utilized to further the development of consistent, sustainable, effective, and measurable plans for sector-wide security programs.

## **5. Membership**

### **5.1 Permanent Members**

The Critical Manufacturing GCC and SCC operate in an efficient workgroup type structure that allows for maximum participation and efficacy. As a result of this dynamic working environment, the Critical Manufacturing GCC does not follow the traditional council model and employees a more matrixed participation focused approach that leverages current CM GCC Members and from other sectors. This approach respects the time of the GCC while eliminating multi-sector duplicative meetings that generally include representatives from the same Departments and Agencies.

CM GCC permanent membership is limited to the Department of Homeland Security - CM SSA, Commercial Facilities (CF) SSA, and DHS's office for Cybersecurity and Communications (CS&C). Both the CM and CF SSA participate in broad GCC activities with a diverse group of representatives from multiple department and agencies and together they share a similar interest. The inclusion of CS&C is critical to the success of cybersecurity programs in the CM Sector. Each permanent member shall have a primary and an alternate representative to the GCC. Primary agency representatives named to the GCC are director/manager-level, or equivalent.

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## **Permanent Members:**

- U.S. Department of Homeland Security,
- Office of Infrastructure Protection
    - Critical Manufacturing SSA
    - Commercial Facilities SSA
  - Cyber Security and Communications

## **Participants/Ad-Hoc Members:**

As stated above, the success of the CM GCC is based on the inclusion of individuals that serve as designated liaisons from other DHS components and directorates, other sector and cross-sector GCCs, other government agencies, and international governmental entities that are invited to participate in GCC meetings and activities as ad-hoc, non-voting members to provide relevant institutional knowledge and technical expertise. These members include, but are not limited to:

- Department of Commerce
- Department of Defense
- Department of Justice
- Department of Energy
- Environmental Protection Agency
- Department of Interior
- Department of Labor
- Small Business Administration
- Department of State
- Department of Transportation
- Department of Treasury

## **6. Roles and Responsibilities**

GCC Chairperson responsibilities rests with the primary and alternate Critical Manufacturing representatives from the DHS/IP/Sector Outreach and Programs Division (SOPD). SOPD is the designated Critical Manufacturing Sector-Specific Agency representative on behalf of DHS/IP. The GCC Chairperson is the Assistant Secretary for Infrastructure Protection with delegated responsibilities to the Director of the SOPD and his/her designee.

The GCC Chairperson will collect issues from other members and initiate or bring issues to the Council for consideration and deliberation. The GCC Chairperson will monitor and assure that initiatives or issues are brought to closure.

All members of the GCC are responsible for obtaining and maintaining their own appropriate security clearances required for discussing and sharing sensitive but unclassified and classified information.

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## **7. Workgroups**

Workgroups are established when substantial investigation, research, or other tasks are required which cannot be practicably achieved at regular GCC sessions. All products of the workgroups are meant to advise Council members on various issues and processes. Through their primary or alternate representatives, each member agency may designate individuals to serve on workgroups or act as workgroup leads and nominate representatives from other Departments and Agencies as appropriate.

## **8. Number and Frequency of Meetings**

The GCC Permanent Members will meet two times per year in Washington, DC and/or in an alternative destination if decided by a majority of the Council members, with additionally scheduled meetings and/or conference calls as needed.

## **9. Modification of Charter**

The charter may be modified by affirmative vote, which must consist of a majority of the voting members.

Tonya D. Schreiber  
Director Sector Outreach and Programs Division  
Office of Infrastructure Protection  
Chair, Critical Manufacturing Sector GCC  
March 11, 2015

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## **ANNEX A**

### **Standard Operating Procedures**

#### **Majority**

A majority for decision making is defined as consisting of more than 50 percent of primary representatives from three Federal agency GCC members, or their designated alternates.

#### **Process**

Council meeting procedures will follow Robert's Rules of Order. GCC members will make decisions through a consultative process, encouraging the exchange of information and points of view, and will strive for consensus.

#### **Principles of Participation**

All members must be working toward the same goal and purpose of improving the security, preparedness, resilience, recovery, and reconstitution of Critical Manufacturing Sector assets.

All members need to participate in order to achieve the Council's objective.

Discussion and deliberation processes must recognize and take advantage of each member's strengths, skills, and perspective.

Results of GCC discussions and deliberations must constitute a coherent voice made up of each member's contributions.

Discussions shall be honest and forthright.

#### **Meeting Support**

The SSA will:

Consult with GCC leadership to provide support for developing agendas, and maintaining a calendar for GCC and joint GCC/SCC council meetings.

Provide to all members, no later than one week before the meeting, a set of read-ahead materials, including the agenda and any other preparatory documents.

Compile the minutes of each meeting and provide to GCC members, with the leader's concurrence, within two weeks of the meeting for review and concurrence by all members.

Assist in the development of the logistics for GCC meetings, whether in person or teleconference.

Provide additional support to workgroups as needed.

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## **Day-to-Day Communications**

The SSA will assist in maintaining and updating the contact list of GCC representatives that will be used for GCC communications.

## **Observers**

GCC members may invite guests to participate in or observe GCC meetings. Members extending an invitation are to notify the SSA of the invitation in advance of the meeting.