



Meeting Minutes: Homeland Security Information Network Advisory Committee Teleconference Meeting, December 17, 2013

December 2013

Summary of the Homeland Security Information Network Advisory Committee Meeting

The Homeland Security Information Network Advisory Committee (HSINAC) held its quarterly meeting virtually, through HSIN Connect, the Program's web-conferencing feature, on June 25th, 2013. The HSINAC provides advice to the Secretary regarding DHS's ongoing efforts to improve the effectiveness of information sharing initiatives, and in particular, the Homeland Security Information Network (HSIN). The principal goals of this meeting were to update the committee on the program's accomplishments against the committee's recommendations since their last virtual meeting in June 2013.

HSINAC members in virtual attendance included:

- Dan Crawford
- Bob Dorsey
- Fred Vincent
- Lindsey Johnson
- Monte Fronk
- Tom Sands
- Rolando Rivero
- Ron Leavell
- Charles Werner
- Jason Henry
- Mike Milstead

Mr. James Lanoue, HSIN Deputy Program Manager, opened the meeting taking role and noting that there were enough HSINAC participants for quorum. Mr. Lanoue conducted the meeting in Mr. Michael Brody's absence, *the Designated Federal Officer for the HSINAC*, and requested additional opening statements from Mr. Rolando Rivero, HSINAC Chair.

Mr. Lanoue continued through the slide presentation discussing the action items from the last meeting held virtually in June 2013. Those were to (1) review/gain feedback on the HSIN Value Proposition White Paper (*completed*), (2) review/gain feedback on the HSIN Communications Strategy (*completed*), (3) Obtain legal review of the HUWG Charter for HSINAC alignment (*completed*), and (4) HSIN PMO to support the HSINAC Chair to create and implement HSINAC sub-committees (*in progress*).

Mr. Lanoue continued to speak about how the HSIN Program has progressed since the last discussion. HSIN has successfully supported security efforts during the JFK Anniversary Celebration, the HSIN Program staff accepted an award from Government Computing News (GCN) for Outstanding Information Technology Achievement, HSIN was used during an Amtrak derailment in Baltimore in November, HSIN was used for the Super Bowl Preparations, and finally HSIN supported Tropical Storm Karen. The HSINAC, specifically Ron Leavell, would like to see the Super Bowl site preparation work to possibly leverage as a best practice for future engagements.

Mr. Lanoue continued to update the HSINAC and public audience on specific program updates including how FY2014 is the year of HSIN Program strategic growth and self-sufficiency. The HSIN Program has improved HSIN help desk operations and gained a reduction in call hold times. Efficient project management best practices have aided the HSIN help desk team in delivering better support to the HSIN user community. Additionally, the HSIN Program has brought on new support for three program functional areas: (1) development; (2) service operations; and (3) outreach. These critical components of the program have transitioned smoothly and the work has continued to advance on schedule and within budget. The HSIN Mission Advocate (MA) team has been revamped to offer real mission

operators coupled with technical expertise. The team's profiles will be introduced in the monthly HSIN Advocate distributed for December. The HSIN Policy Office cultivated four (4) operating subcommittees that are part of the HUWG. These subcommittees include: (1) Communication – assists with leveraging additional channels of communication; (2) Best practices – sharing processes/procedures; (3) Policy / Procedures – validates program policies; and (4) Requirements / Testing – assists to validate new requirements and reinvigorate the CCB. Structurally, outlined in its charter, the HUWG filters all advice and recommendations to the HSINAC. This structure enables recommendations from real-world operators to rise to an executive level within the Department by leveraging the HSINAC's political influence since it is a Federal Advisory Committee Act (FACA) governance body. HSIN Policy Office requests that all COI charters be submitted by February 28, 2014 or communities will default to adoption of the model charter. The HSIN Communications Office releases three (3) routine communication publications: (1) HSIN Advocate, (2) HSIN Site Owner Update (SOUP), (3) HSIN Governance Body Weekly – all targeted to varying audiences to ensure that program updates reach the entire user enterprise. The HSIN Training Office continues to hold e-learning training sessions for the user enterprise. Feedback analyses indicate that users are satisfied with the content and delivery method of these sessions. The HSIN portal consolidation activities are on schedule. The portals lined up for consolidation or analyses for FY14 include Federal Law Enforcement Training Accreditation (FLETA), Federal Law Enforcement Training Center (FLETC), US Coast Guard, Home Port, Analysis of Alternatives, National Cyber-security Protection System, Analysis of Alternatives. As the HSIN Program advances into its next stage of the development cycle which is the optimization phase, users shall expect the delivery of advanced technological capabilities including interoperability with federated partners within the National Information Exchange Federation (NIEF).

The HSIN Program received concurrence with the Stakeholder Management Strategy by the HSINAC. Additionally, Mr. Rolando Rivero - HSINAC Chair, discussed the future formation of additional subcommittees comprised of leading representatives from various large COIs (e.g. I&A, CS, Fusion Centers, etc.) that would work with the HSINAC to bring recommendations on behalf of HSIN's user community. By leveraging the role of the HSINAC, being a Federal Advisory Committee Act (FACA) governance body, recommendations have the opportunity to filter up to the DHS S1. HSINAC has, by law and Charter, a direct channel to senior Departmental policy makers; consequently the committee has a great opportunity to shape the HSIN program's future impact and growth within the Department. The HSIN PMO wants to ensure its users' voice is the front line leader in that movement.

The meeting was open for public comment.

Meeting Adjourn

The committee showed gratitude for the program progress and is content with the routine communication updates. The committee shall meet in-person in Washington, D.C. in late March.

Action Items / Due-Outs

The HSIN Program will deliver the following to the HSINAC:

- Provide list of all HUWG members to the HSINAC; and
- Provide an overview of the Super Bowl site preparation work so that HSINAC members can possibly leverage as a best practice for future engagements.

Finally, as proposed by Mr. Rivero, the HSIN Program will continue to refine and support the creation and implementation of HSINAC subcommittees designed to assist the program on niche programmatic topics with the ability to obtain recognition and acknowledgement from the DHS S1.