

## **Maritime Modal**

### **Government Coordinating Council Charter**

#### **1. Official Designation**

The official designation of this Council is the “Maritime Modal Government Coordinating Council”, hereinafter referred to as the “Maritime GCC.”

#### **2. Background**

Homeland Security Presidential Directive 7 (HSPD-7) designated various Federal Government departments and agencies to serve as Sector-Specific Agencies (SSAs) for each of the critical infrastructure/key resources (CI/KR) sectors and subsectors. **The USCG is designated as the Sector Specific Agency (SSA) for the Transportation Systems Sector Maritime Mode.**

SSAs are responsible for working with the Department of Homeland Security (DHS) to implement the National Infrastructure Protection Plan (NIPP) sector partnership model and risk management framework, develop protective programs and related requirements, and provide sector-level CI/KR protection guidance. In addition, the NIPP calls for SSAs to collaborate with security partners to:

- Develop and submit Sector-Specific Plans and sector-level performance feedback.
- Encourage the development of appropriate information sharing and analysis mechanisms within the sector.

HSPD-7 and the NIPP provide the overarching framework for a structured partnership between government and the private sector for protection of CI/KR. Included in this partnership is the Critical Infrastructure Partnership Advisory Council (CIPAC) which provides the framework for members of the Sector Coordinating Councils (SCCs) and members of the Government Coordinating Councils (GCCs) to engage in intra-government and public-private cooperation, information sharing and engagement across the spectrum of critical infrastructure activities.

#### **3. Objective**

The objective of the Maritime GCC is to coordinate strategies, activities, policy, and communications across government and between the government and private industry in support of the nation’s homeland security mission. The Maritime GCC acts as the counterpart to the private industry-led Maritime SCC.

#### **4. Scope of Activity**

In support of the NIPP and maritime modal goals, the scope of activity for the Maritime GCC includes the following:

- **Identifying areas and issues where public-private coordination and communication will enhance maritime transportation security.** The Maritime GCC shall bring together diverse Federal and state interests to identify and develop collaborative strategies that advance maritime transportation security.
- **Identifying needs/ gaps in plans, programs, policies and procedures and strategies, and working to address them.**
- **Information sharing and exchange.** The Maritime GCC shall facilitate the sharing of experiences, ideas, best practices, innovative approaches and any other homeland security-related material appropriate to the Maritime Mode.
- **Acknowledging and recognizing successful programs and practices.** The Maritime GCC shall facilitate the sharing of experiences, ideas, best practices, lessons learned and innovative approaches related to critical infrastructure protection. The Maritime GCC shall acknowledge and recognize accomplishments that further the goals of the Maritime Mode.
- **Participate in planning efforts related to the development, implementation, update, and revision of the NIPP base plan and sector specific plans.**

## 5. Membership

The Maritime GCC membership consists of key Federal departments and agencies responsible for or involved in the Maritime Mode. This membership may be expanded to include state/local officials.

Official members named to the council are director-level, or equivalent, representatives from:

- Department of Homeland Security (DHS)
  - U.S. Coast Guard (USCG) – Sector Specific Agency (SSA)
  - Transportation Security Administration (TSA)
  - Customs and Border Protection (CBP)
  - DHS Office of Policy
  - DHS Office of Infrastructure Protection
- Department of Defense (DOD)
  - Office of the Assistant Deputy Under Secretary of Defense
  - U.S. Army Corps of Engineers
- Department of Transportation (DOT)
  - Maritime Administration
- Department of Commerce (DOC)

- Department of Justice (DOJ)
  - Federal Bureau of Investigation (FBI)

The Maritime GCC reserves the right to invite ad hoc or ex officio membership to meet expertise requirements necessary to fulfill its mission.

## **6. Roles and Responsibilities**

**Chair.** As the Sector Specific Agency, the U.S. Coast Guard will serve as the Chair with and provide leadership to the Maritime GCC's activities and meetings. The lead will collect from other members and initiate or bring issues to the Maritime GCC for consideration and deliberation. The lead will monitor and assure that issues are brought to closure, working with other council members.

**Decision-Making Authority.** Permanent members of the Maritime GCC should be represented by a senior official with the ability to speak on behalf of his or her agency. Each entity holding permanent membership is represented by one individual.

There are currently 10 decision-making members of the Maritime GCC. The voting members represent the following agencies: (1) USCG, (2) TSA, (3) DHS/Policy, (4) DHS/IP, (5), DOD/Transportation Policy, (6) DOD/USACE, (7) DOT/MARAD(8) CBP, (9)DOC, (10) DOJ/FBI. .

**An alternate is assigned by each member to represent the Maritime GCC member during his/her absence. The alternate will have decision-making authority as designated by the member for the issues to be represented at a meeting.** Each member has the flexibility to have other representation at meetings other than the official alternate, but must clearly designate the representative's decision making authority prior to the meeting.

**Ex Officio Members.** Ex officio members are defined as non-voting participants whose criteria and qualifications for participating will be based upon the ongoing needs for expertise and decisions identified by the Maritime GCC leadership. The purpose of their membership is for the Maritime GCC to gain relevant organizational and institutional representation and expertise. Ex officio members may attend all meetings and conference calls. Ex officio membership will be withdrawn, by determination of the Council, as necessary when the particular expertise is no longer required.

Subject matter experts are non-voting participants drawn from any organization from which the Council needs expertise on an ad hoc basis.

## **7. Workgroups**

Workgroups are established when substantial investigation, research or other tasks are required which cannot be achieved at a regular Maritime GCC session. All products of the workgroups are meant to advise council members on various issues, directions and

processes. Working groups may participate and/or collaborate with other working groups within the transportation sector or other relevant sectors.

## **8. Principles of Participation**

- All members must be working towards the same goal and purpose of improving the security of the nation's maritime sector;
- All members need to participate;
- Discussion and deliberations must recognize and take advantage of each members/organization's strengths, skills, and perspective;
- Result of Maritime GCC discussion and deliberations must be a coherent voice made up of each member's contributions;
- Each discussion shall be honest and forthright.

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

The Maritime GCC will meet monthly in Washington, DC, with additional scheduled meetings or conference calls to be held as needed.

**ANNEX A**  
Meeting Management  
Standard Operating Procedures

**Decision Making**

**Quorum**

*A quorum requires the attendance or participation of at least half of the permanent members of the Maritime GCC, which must include representatives of the USCG, the representatives from the Department of Homeland Security, and the Transportation Security Administration.*

**Process**

Maritime GCC members will make decisions through a consultative and collaborative process, encouraging the free exchange of information and points of view. While it is anticipated that the Maritime GCC will normally reach consensus, any member may disagree with a decision. Dissension will be recognized and reasons clearly understood by all other members. In the event of a tie vote, the Chair will decide the matter. Maritime leaders/members will strive to meet timelines and deliverables even when there is less than full agreement.

The Maritime GCC recognizes that each member represents 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. These inherent legal authorities must be clearly articulated so as to be understood by the Maritime GCC as the basis for dissent and the inability to enter into consensus.

The Maritime GCC also recognizes that members may not always have a stake in every issue discussed. Any member may abstain from voting if their programs or authorities are not involved, thereby deferring to members who have specific competence in the issue at hand.

**Meeting Support**

The Secretariat will:

- 1) Consult with designated lead agency to provide support for developing agendas, and maintaining a calendar for Maritime GCC and joint council meetings;
- 2) Provide to all members, no later than one week before a meeting, a clear and set agenda with documents and preparatory materials;
- 3) Compile the minutes of each meeting and send those minutes to Maritime GCC members with the leaders concurrence within a week of the meeting for review and concurrence by all the members;
- 4) Develop processes to identify and develop issues to support the Council and its leadership;

- 5) Maintain and follow up on the catalogue of Maritime GCC topic/issues and work products and their status;
- 6) Develop and implement the necessary logistics of meetings, either in person or teleconference;
- 7) Provide other support as needed.

### **Day to Day Communications**

The Secretariat will maintain an updated list of Maritime GCC members that will be used for Maritime GCC communications.

### **Meeting Governance**

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

- 1) The lead, either through the Secretariat or on its own will canvass Maritime GCC members prior to the scheduled meeting for priorities and agenda topics;
- 2) The Maritime GCC will hold its discussions for a set amount of time or until agreement/closure, bringing in subject matter experts as needed;
- 3) The lead member will ask for Maritime GCC agreement on continuation/completion/reconsideration of each agenda topic;
- 4) If substantial work effort is required through workgroups, the lead member will appoint a Maritime GCC member to lead the workgroup;
- 5) A minimum of two (2) Maritime GCC members must offer subject matter experts to workgroups.

### **Leadership**

Day-to-day leadership of the Maritime GCC will be provided by the USCG.

### **Establishing Work Groups**

The Council establishes work groups:

- 1) To conduct substantial investigation, research and or development when required, which cannot be achieved by a regular session of the Council;
- 2) Which consist of representation to be determined by the scope of the topic;
- 3) By identifying a Maritime GCC member to lead to maintain continuity and consistency;
- 4) With specific and clear charge, time limit, and deliverable as part of initiating the work group;
- 5) Supported by the Secretariat as desired.

### **Information Sharing**

The Maritime GCC is a coordination council that guides policy across government agencies. Decisions and information discussed and shared in Maritime GCC discussions should not be distributed outside of the Maritime GCC as it may have policy

implications. Maritime GCC information should not be divulged until it has been formally released.

**Ex Officio Membership**

Ex officio membership is based on the current needs of the Maritime GCC and may be withdrawn at any time at the determination of the Maritime GCC.