

Video Quality in Public Safety (VQiPS) Leadership Team Charter

1.0 Overview

1.1 Background

The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Office for Interoperability and Compatibility (OIC) established the Video Quality in Public Safety (VQiPS) group to support OIC in accelerating the ability of public safety video users to specify and deploy video technology solutions that meet user requirements, and improve public safety and homeland security enterprise operations. Participants in the VQiPS group should provide their unique, individual thoughts and opinions based on each participant's particular area of expertise. Participants in the VQiPS group are not intended to provide consensus advice or recommendations to OIC. OIC federal employees will take the individual thoughts and opinions from group members and will use this feedback as they deem appropriate.

The VQiPS group Leadership Team (LT) coordinates closely with the National Public Safety Telecommunications Council's (NPSTC) Video Technology Advisory Group (VTAG). The VTAG allows the VQiPS LT to access subject matter expertise from desired associations, industry and a broader swath of public safety. Membership to the VTAG is open to all. For further information, visit the NPSTC website (www.npstc.org).

The duties of the VQiPS LT are solely to facilitate the group members' provision of their independent and unique perspectives and views.

1.2 Objectives: VQiPS members shall at a minimum individually:

- Give thoughts on the scope and practice areas of public safety video use;
- Give thoughts on standard practices, protocols, policy and terminology;
- Give thoughts on standards for video use cases;
- Give thoughts on education, training and continuing education requirements;
- Give thoughts on research and development priorities to the community;
- Give thoughts on discipline-specific information; and
- Give thoughts on international recognition and harmonization of appropriate VQiPS work products.

2.0 VQiPS Leadership Team

2.1 Composition: VQiPS LT shall consist of not more than 15 members and will be composed of current or retired federal, state, local, tribal and territorial public safety officials.

Members shall have subject matter expertise relevant to the discipline of public safety video.

2.1.1 In general, members should:

- Have at least five years of work experience in public safety or homeland security at the federal, state or local government level; and
- Have at least two years of work experience developing, advising or executing the use of public safety video in their respective agency.

2.2 Duties and Requirements:

2.2.1 Members may participate for two-year terms.

2.2.2 Members are expected to participate in all regular meetings. OIC may remove members who are absent for more than two consecutive meetings.

2.2.3 Membership resides with the individual and not his or her organization or affiliation.

2.2.4 OIC is afforded a Member seat and shall be in charge of appointing member seats on VQiPS.

2.2.5 OIC will make available a limited amount of invitational travel funding for the execution of VQiPS LT activities. Local, tribal and state public safety will receive priority; however, when sufficient funds are available, OIC will also try to accommodate requests from academia, federal partners and non-profit organizations.

2.3 Member Identification Process:

2.3.1 DHS S&T will post the solicitation for member applications on the VQiPS page of its website and distribute to appropriate professional, industry and academic organizations, as well as venues that reach other stakeholders likely to be directly impacted by the work product.

2.4 Officers:

2.4.1 OIC shall designate a chairperson to help lead the VQiPS LT. The chairperson serves at the pleasure of OIC.

2.4.2 The chairperson shall help manage the activities of VQiPS in association with OIC, preside over meetings to preserve order and decorum and promote the objectives of VQiPS.

2.4.3 The chairperson or his or her designee may invite guests to attend a meeting(s). Funding for invited guests is at the discretion of OIC.

2.5 Agreements: DHS will ask all members to enter into a Gratuitous Services Agreement.

2.6 Termination of Membership: OIC has sole discretion to dismiss a member.

2.7 Resignation: A member may withdraw/resign at any time with written notice to the chairperson.

3.0 Engagement

3.1 Regular Meetings: There should be a minimum of two regular in-person meetings per year. In addition, there should be monthly conference calls unless revised by the chairperson and/or OIC.

3.1.1 OIC may invite guests to participate in a meeting. The chairperson, co-chairperson or his or her designee will extend invitations. Funding for invited guests is at the discretion of OIC.

3.2 Special Meetings: The chairperson may call special meetings. OIC will consider funding approval for travel and hosting the meeting.

3.3 Notice of Meetings: To the extent possible, OIC will communicate notice of the regular meetings to members and invited guests at least 30 days in advance of the meeting date.

3.4 Member Attendance: Meeting attendees will consist of members and invited guests. If funding is available, OIC will fund state and local law enforcement members to attend meetings. If funding for a member is denied due to budgetary constraints or excessive cost, the absence from the meeting will not count against the member as a failure to participate. If an agency likewise denies a member the ability to attend a meeting for the same reason, that shall not count against the member as a failure to participate.

4.0 Communication

4.1 Official Communications: DHS OIC shall convey official external communications.

4.2 Posting of Products: The DHS S&T website shall be considered the normal vehicle for posting of all non-proprietary work products.