

Government Facilities Government Coordinating Council Charter

Article I – Official Designation

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

Article II – Mission and Purpose

The mission and purpose of the GCC is to provide effective coordination of Government Facilities security and resilience strategies and activities, policy, and communication across government and between the government and the sector to support the nation’s homeland security mission.

Article III – Objectives and Scope of Activity

The GCC coordinates strategies, activities, policies, and communications across governmental entities within the sector, and across the national partnership structure defined in *NIPP 2013: Partnering for Critical Infrastructure Security and Resilience*¹ and other policy documents.

The scope of activity of the GCC includes, but is not limited to:

- Serve as the Sector Specific Agency’s (SSA) interagency strategic communications and coordinator at the sector level through partnership with DHS and other supporting agencies across various levels of government;
- Work together to promote continuous improvement of security and resilience efforts within the sector as national and sector goals and priorities are addressed;
- Coordinate strategic communications and discussion and resolution of issues among government entities with the sector;
- Enhance government information sharing across the sector and promote multichannel public-private information sharing;
- Promote adoption and implementation of physical and cyber risk management processes, best practices, and use of innovative methods across the sector during implementation of the Cybersecurity Framework;
- Identify and support the information-sharing capabilities and mechanisms that are most appropriate for state, local, tribal, and territorial (SLTT) entities; and
- Coordinate with and support the efforts of the sector to plan, implement, and execute the Nation’s critical infrastructure security and resilience mission; establish sector goals and priorities and report on the progress made for addressing them as well as the applicable national priorities.

Article IV – Membership and Member Representatives

The GCC Co-Chairs will jointly be responsible for identifying and organizing a representational council to include the appropriate federal agencies and SLTT members.

¹For the text of NIPP 2013, see http://www.dhs.gov/sites/default/files/publications/NIPP%202013_Partnering%20for%20Critical%20Infrastructure%20Security%20and%20Resilience_508_0.pdf.

With the principle of diverse representation of the sector in mind, organizational membership within the GCC is defined as follows:

The permanent membership will be composed of key representatives and influential leaders on Government Facilities from Federal, State and local governments. Official voting members named to the GCC are director-level or equivalent representatives with appropriate delegated authority to act on their agency's behalf, from:

- Administrative Office of the U.S. Courts
- Architect of the Capitol
- Boston Police Department
- Department of Agriculture
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health & Human Services
- Department of Homeland Security
- Department of the Interior
- Department of Justice
- Department of Transportation
- Department of Treasury
- Department of State
- Department of Veterans Affairs
- Environmental Protection Agency
- Executive Office of the President
- Fort Worth City Government
- General Services Administration
- Las Vegas-City Government
- Michigan State Police
- National Academy of Sciences
- National Aeronautics and Space Administration
- National Archives and Records Administration
- New York State Department of Homeland Security and Emergency Services
- Nuclear Regulatory Commission
- Office of the Director of National Intelligence
- Office of Personnel Management
- Prince George's County Police Department
- Smithsonian Institution
- Social Security Administration
- State of Maryland

- Texas Facilities Commission
- U.S. Postal Service
- U.S. Trade Commission

The GCC Co-Chairs will maintain and keep updated a list of GCC members' names and contact information (i.e., name, title, phone number, email address, etc.), which any member may use as deemed appropriate.

Each member also will assign a senior level alternate to represent the GCC member during his/her absence. In order to conduct GCC business, all Member Representatives should have decision-making authorities. The Member will notify the GCC Co-Chairs, via email, of its representatives and POCs.

Each member has the flexibility to have other representation at meetings other than the official alternates, but must clearly designate the representative's decision-making authority prior to the meeting via email to the GCC Co-Chairs.

The GCC reserves the right to invite ad hoc or ex officio membership to meet expertise requirements necessary to fulfill its mission. 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 by the GCC Co-Chairs. The purpose of their membership is for the GCC to gain relevant organizational and institutional representation and expertise. Ex officio members may attend meetings and conference calls. Ex officio membership will be withdrawn, by determination of the GCC, when ongoing expertise is no longer required.

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

Article V – Governance and Officers

The GCC will make all policy decisions by a consensus of those participating in the decision, which must at a minimum be a quorum. Where consensus is not possible on a policy matter, no decision will be adopted by the GCC. With adequate notice, the GCC may make policy decisions by email. Such decisions will require a consensus of those responding, which must at a minimum be a quorum.

GCC members will make decisions through a consultative process, encouraging the exchange of information and points of view, and will 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 obligations of members of the GCC. GCC leaders/members will strive to meet timelines and deliverables even when there is less than full agreement.

The 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 to be understood by the Council as the basis for dissent and the inability to enter into consensus. The 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 are stakeholders and have specific competence in the issue at hand.

Quorum

A quorum for decision-making is defined as consisting of at least one representative from a majority of voting members. Attendance is either by in-person participation or via conference call.

Officers

As defined in NIPP 2013, each GCC is chaired by a representative from the designated SSA's with responsibility for ensuring appropriate representation on the GCC and providing cross-sector coordination with SLTT governments.

The DHS Assistant Secretary for Infrastructure Protection or his/her designee co-chairs all GCCs. The leadership body will facilitate the decision-making process to improve preparedness of the sector using standard business practices. They will work in consultation with GCC membership to reach consensus on GCC business and through this process identify the means by which each decision will be communicated to appropriate government or private sector entities.

Article VI – Meetings

The GCC will meet regularly in Washington, DC and/or in an alternative destination in consultation with the GCC Members, with additional scheduled meetings and/or conference calls as needed. The last meeting of the year will be deemed the "Annual Meeting."

- o All members must be working towards the same goal and purpose of improving the security of the sector;
- o All members must participate;
- o Discussion and deliberations must recognize and take advantage of each members/organization's strengths, skills, and perspective;
- o Result of GCC discussion and deliberations must be a coherent voice made up of each member's contributions;
- o Each discussion will be honest and forthright;
- o The Co-Chair's will canvass GCC Members prior to the scheduled meeting for priorities and agenda topics;
- o The GCC will hold its discussion for set amount of time or upon agreement/closure, bringing in Subject Matter Experts as needed;
- o The Lead Member will ask for GCC agreement for continuation/completion/reconsideration for each agenda topic;
- o If substantial work effort is required through workgroups, the Lead Member will appoint a GCC member to lead the workgroup;
- o A minimum of three (3) GCC members must offer subject matter experts to the workgroup.

Article VII – Recordkeeping

The procedures for the handling, storage, and disposition of GCC records and other documentation are in accordance with Federal Records Management policy, as well as directives and guidelines for the Government Facilities SSA's.

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee will be handled as defined by the GCC Co-Chair.

The GCC Co-Chair will provide meeting and organizational support to include: coordination for agenda development, support for the monitoring and closure of issues and initiatives, administrative support, logistics (travel, meeting room facility), and will establish a communication mechanism for the GCC.

Article VIII – Communications

The SSA will ensure a communication mechanism exists for sharing information among the GCC membership.

The Sector relies on the Homeland Security Information Sharing Network— Government Facilities Sector (HSIN-GF) as the principal operational tool to communicate threat information to the Sector. The GCC may develop or choose to rely on additional or alternative communications mechanisms. These mechanisms may provide additional amounts or types of information.

Article IX – Working Groups and Special Committees

Subcommittees, workgroups and/or special committees are established when substantial investigation, research or other tasks are required which cannot be achieved at a regular GCC session. All products of the workgroups will advise council members on various issues, directions and processes. Through their primary or alternate Representatives, each Member agency may designate individuals to serve on workshops or act as Subcommittees, workgroups and/or special committees leads.

The GCC establishes Subcommittees, workgroups and/or special committees that:

- Consist of personnel selected by the GCC based on the issue under study and its scope;
- Have a specific and clearly defined mission and scope, time limit, and deliverable(s);
- Select a Subcommittees, workgroups and/or special committee Chair charged with ensuring that the Subcommittee, workgroup and/or special committees achieves its mission and stays within scope; and
- Are subordinate to the GCC and report their activities to the GCC;
- Conduct substantial investigation, research and or development when required, which cannot be achieved by a regular session of the GCC;
- Consist of representation to be determined by the scope of the topic;
- Identify a GCC member to lead the effort and maintain continuity and consistency; and
- Have specific and clear charge, time limit, and deliverable as part of initiating the work group.

Article X – CIPAC Membership and Representation

The DHS announced the establishment of the Critical Infrastructure Partnership Advisory Council (CIPAC) in a Federal Register Notice (71 FR 14930 – 14933) dated March 24, 2006, which identified the purpose of CIPAC, as well as its membership. The Secretary of DHS extended the CIPAC Charter on March 18, 2014 for a period of two years, and subsequently revised it to further clarify the participation by federally registered lobbyists per the guidance released by the Office of Management and Budget in Federal Register Notice 79 FR 47482 released on August 13, 2014. The revised charter was signed by the Secretary of DHS on December 7, 2014. The current CIPAC charter is available on the CIPAC Web site (<http://www.dhs.gov/cipac>).

CIPAC facilitates interaction between government officials and representatives of the community of owners and/or operators for each of the 16 critical infrastructure sectors defined by Presidential Policy Directive (PPD) -21 and identified in NIPP 2013. When participating in CIPAC activities, the GCC will comply with all requirements defined in the CIPAC Charter and guidance issued by the CIPAC Executive Secretariat.

CIPAC membership is defined in the CIPAC Charter. GCC member organizations will automatically be a CIPAC Member upon notification from the Chairperson to the CIPAC DFO via CIPAC@hq.dhs.gov.

A CIPAC Member may have more than one CIPAC Member Representative. The Member Representative's name and contact information will be added to the CIPAC Attendee Roster upon notification to the CIPAC DFO by the Council Chairperson via CIPAC@hq.dhs.gov.

The procedures for maintaining a CIPAC Member Representative list within the GCC are as follows:

- GCC Members will inform the GCC Co-Chairs via email of their Member Representatives to participate in CIPAC activities.
- Membership Rosters. The GCC Co-Chairs will maintain a list of GCC members, which any member may use as deemed appropriate. The GCC Co-Chair will inform the CIPAC DFO via email of changes and/or updates to the membership rosters on a quarterly basis, or as required.

Article XI – Amendments

The GCC may at any time amend this Charter by a consensus of the membership. The amended Charter will be forwarded in a timely manner to the CIPAC DFO for posting on the CIPAC public Website.

Article XII – Duration

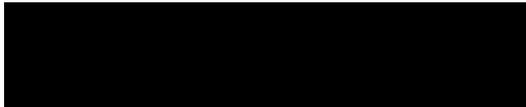
This Charter will be in effect from the date of signing. If amended, the Charter will be in effect after the amendment is approved. The GCC will review annually and propose changes as necessary for consideration.

Article XIII – Approval

The GCC approved this Charter on August 25, 2015 according to Council procedures, as attested to by the following authority.



Matthew B. Weese, Program Manager
Federal Protective Service
U.S. Department of Homeland Security



Co-Chair GCC
Christopher Coleman, Program Manager
Office of Mission Assurance
General Services Administration