

Homeland Infrastructure Foundation level Data Subcommittee Charter (FINAL DRAFT, 2014)

BACKGROUND

The Homeland Infrastructure Foundation Level Data Working Group (HIFLD) was established as a joint effort in 2004 by the Department of Defense (DOD), the Department of Homeland Security (DHS), the National Geospatial-Intelligence Agency (NGA), and the U. S. Geological Survey (USGS). It was formed with the purpose of developing and promoting a coordinated strategy to address the collection, processing, and sharing of homeland security infrastructure geospatial information across all levels of government while flexible enough to build partnerships with state, local, tribal, territorial, and private organizations. This HIFLD subcommittee charter supersedes any previous HIFLD working group charter.

PURPOSE

The HIFLD Subcommittee is responsible for developing, promoting, and executing a coordinated strategy for acquisition or development of homeland infrastructure geospatial information for Federal agencies while creating and utilizing partnerships with State, local, tribal, territorial, and private organizations. The HIFLD Subcommittee is accountable to the FGDC Steering Committee and provides recommendations to the FGDC Coordination Group. These are the policy and operational authorities, respectively, responsible for providing leadership and direction in the use and development of geospatial data and information across Federal geospatial programs and in conjunction with public, academic and private sector partners/stakeholders.

AUTHORITIES

FGDC Subcommittees are chartered under the FGDC Steering Committee and coordinated by the FGDC Secretariat which are granted authority through the Office of Management & Budget (OMB) Circular A-16, Executive Order 12906 and the E-Government Act of 2002. In addition, the activities of the HIFLD Subcommittee are in accordance with OMB circulars A-16, A-119, A-130, and Presidential Policy Directives (PPD) 8 and 21.

SCOPE

The HIFLD Subcommittee scope of responsibilities will be met through accomplishing the following goals by serving as a focal point to coordinate

44 homeland infrastructure geospatial information requirements among Federal,
45 State, local, tribal, territorial, and private organizations:

- 46 • Building partnerships with Federal, State, and local governments,
47 tribal, territorial, and private organizations.
- 48 • Leveraging consortium resources to satisfy multiple requirements and
49 to minimize redundant data production.
- 50 • Assuring availability of, and public access to, digital homeland
51 infrastructure geospatial information and associated metadata from
52 distributed databases.
- 53 • Investigating, evaluating, promoting, and implementing new
54 technologies to improve data accuracy; data acquisition, processing,
55 and access; maintenance strategies; and derivative products.
- 56 • Performing cost benefit studies and government cost estimates to
57 ensure the federal government and its partners obtain the most cost
58 efficient homeland infrastructure products possible.
- 59 • Supporting coordination and standards goals, and objectives
60 established by Federal, National and International Standards
61 organizations such as the FGDC, American National Standards Institute
62 (ANSI), the International Organization of Standardization (ISO), and
63 DOD Mapping and Installation Map Standards in support of the
64 National Spatial Data Infrastructure (NSDI).

65 **OBJECTIVES**

66 Coordination among Federal, State, local, tribal, and territorial programs for
67 homeland infrastructure geospatial information requirements constitutes one
68 of the primary objectives of the HIFLD Subcommittee. Other objectives
69 include:

- 70 • Homeland infrastructure geospatial information coverage for all 50
71 states, Puerto Rico, the Virgin Islands, and other U.S. territories and
72 possessions.
- 73 • Develop and promote a coordinated strategy to address the collection,
74 processing, and sharing of homeland security infrastructure geospatial
75 information across all levels of government while flexible enough to
76 build partnerships with State, local, tribal, territorial, and private
77 organizations.
- 78 • Create and distribute annual maintenance plans that graphically depict
79 on-going and planned activities.
- 80 • Implement variable-length maintenance cycles that support Federal
81 requirements, and are coordinated with partnering State, local, tribal,
82 territorial, and private organizations.

- As much as possible, support a variety of open source, non-proprietary data types and exchange formats to ensure data and system interoperability.
- Support the maintenance and archiving of digital homeland infrastructure geospatial information and associated metadata as part of the national database. Maintain all homeland infrastructure geospatial information in the public domain, where possible.
- Support the integration of homeland infrastructure geospatial information into seamless geospatial infrastructure databases of variable resolution.
- Investigate the accessibility, accuracy, integration, and application of homeland infrastructure geospatial information collection from emerging technologies, including, but not limited to: digital sensors, social media, and mobile communications systems.
- Coordinate Federal and partnering organizations homeland infrastructure geospatial information requirements and agreements through the HIFLD Subcommittee Program Management group, Federal, State GIS councils/committees or the equivalent. State GIS councils will be, where appropriate, the coordinating body for state and local requirements.
- Support the use of intergovernmental acquisition strategies when applicable, to provide efficient and practical alternatives to cover specific areas of interest.
- Be aware of Federal and State, local, tribal, and territorial Homeland Defense, Security, and Emergency Operations requirements to assure data processing and distribution capabilities facilitate data use in time of incident.

MEMBERSHIP

The HIFLD Subcommittee shall consist of representatives designated by those Federal agencies, that as part of their mission, collect or finance the collection of infrastructure geospatial information, and those Federal agencies that are legislatively mandated to directly apply these data in support of their missions.

Each member agency of the HIFLD Subcommittee shall designate its representatives, alternates if desired, and changes thereto, to the HIFLD Subcommittee Chairpersons.

Non-profit organizations representing State, local, regional and tribal governments may be added with the consensus of HIFLD Subcommittee representatives. Although non-Federal participants may engage in HIFLD

Subcommittee discussions and offer information and opinions, their participation is limited to a non-decision making role.

CHAIRPERSON

The HIFLD Subcommittee Program Management Group shall select the HIFLD Subcommittee chair to serve a term of no more than two consecutive years subject to approval by the HIFLD subcommittee. The HIFLD subcommittee vice-chair shall serve on an annual rotational basis to allow each participant agency an opportunity to serve as a presiding officer. The selection of vice-chair representative is subject to approval by the HIFLD Subcommittee. Any vacancies will be filled in the same manner as the initial selections were made.

Program Management Group

The HIFLD Subcommittee is supported by a core Program Management Group composed of the following organizations: DHS Geospatial Management Office, Office of Infrastructure Protection, Federal Emergency Management Agency; DOD Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs; DOI Office of the Geospatial Information Office; NGA Office of the America's. Additional HIFLD Subcommittee representatives may request membership to the HIFLD Program Management Group subject to approval by the HIFLD Subcommittee.

Program Management Group: The Program Management Group is responsible for developing the HIFLD Subcommittee annual work plan submission to the FDGC Coordination Group and for reporting the annual accomplishments of the HIFLD Subcommittee. The Program Management Group is also responsible for all programmatic issues that foster the growth and purpose of HIFLD, including external communications to nonparticipating government agencies and the general public through press releases, newsletters, web sites, public forums, workshops, and conferences as appropriate. The Program Management Group coordinates the annual acquisition requirements among the HIFLD Subcommittee members and partners and documents the long-range program plans.

The Program Management Group provides guidance and assistance on technical issues related to the research, production, distribution, and application of homeland infrastructure geospatial information, product specifications, and standards.

The Program Management Group also provides guidance and assistance for the development and execution of agreements and contracts for the

collection of homeland infrastructure geospatial information or for the production of homeland infrastructure geospatial information and related products and services for partnering members and contracting agencies.

PROCEDURES

HIFLD Subcommittee meetings shall be held at the call of the HIFLD Subcommittee Chairpersons and shall be conducted at least semi-annually. Meetings may be held virtually or in person. Agenda items will be coordinated with other subcommittee members, as well as with partnering organizations. Decisions shall be on the basis of consensus agreement among the HIFLD Subcommittee.

COORDINATION RESPONSIBILITIES

The HIFLD Subcommittee will employ tools best suited to meet its responsibilities, such as Subcommittee meetings, national user forums, annual research initiatives, and cooperative venues. The Subcommittee Chairs will coordinate the subcommittee activities with other Subcommittees, Work Groups, the FGDC Coordination Group and appropriate venues relevant to accomplishing key activities and effectively growing the geospatial community.

REPORTS

The HIFLD Subcommittee shall develop an annual goals and objectives plan and provide it to the FGDC Coordination Group and FGDC Secretariat. The HIFLD Subcommittee will also develop an annual summary of accomplishments. All progress documented as a result of Subcommittee activities shall be submitted to the FGDC Coordination Group and the FGDC Secretariat.

APPROVALS

This Charter shall remain in effect until amended or replaced or until terminated by the FGDC Steering Committee. This Charter will be posted on the FGDC website at www.fgdc.gov.

FGDC Chair & Date

FGDC Vice-Chair & Date