



## Technology Working Group (TECHWG)

# Charter

## Purpose

The purpose of the Technology Working Group is to facilitate collaboration and information sharing for continued development, integration and standardization of Emergency Management Technologies. The scope of work performed by this group includes all elements associated with network configuration and online tools, system standardization, cyber security and emergent technologies used to assist decision makers.

## Objectives

1. Discuss, educate, and evaluate emergency management technologies.
2. Develop proposals to influence standardization of technology products and take advantage of package discounts.
3. Discuss cost sharing and collaboration between organizations to minimize development, testing, and implementation of new products.
4. Provide a forum for companies to present, test, and solicit recommendations on new technologies that are in different development stages.
5. Support the EMI SIG Steering Committee, Subcommittees, and other Working Groups with technology-related questions or issues.
6. Function as a DOE/NNSA repository for technology information and resources by maintaining a SharePoint site as a sharing location for working group members.
7. Promote DOE/NNSA-wide best practices for implementing technology solutions.
8. Provide regularly scheduled information-sharing, phone conferencing, video conferencing when needed, and annual meetings for its members.

## Membership

The working group on technology is open to all DOE/NNSA employees, supporting contractors and other government agencies with responsibilities for managing, overseeing or implementing systems to support DOE/NNSA complex emergency management programs.

Working group members are expected to adhere to the following:

- Respect other members at all times
- Actively participate in discussions and decision-making
- Build on ideas of others; create options to satisfy mutual and separate interests
- Offer constructive feedback and participate in professional debate
- Engage in information sharing and collaboration

## Leadership

Leadership of the working group comes from the chair, or co-chair in the absence of the chair. The chair will act and report to the Steering Committee on behalf of the working group. The Chair is responsible for coordinating meetings and monitoring progress on annual objectives. Advisors to the subcommittee will come from the DOE Office of Emergency Management and EMI SIG Steering Committee. The Oak Ridge Institute for Science and Education (ORISE) will provide coordination and support.

Subcommittee Chair and Co-Chair(s) positions will be selected by the subcommittee annually during the EMI SIG Annual Meeting. If a Chair resigns, a Co-Chair will assume the Chair responsibilities until the next annual meeting. In the absence of a Co-Chair, the subcommittee will request a volunteer during the next scheduled conference call.

## Task Groups

Special task groups will be established to address specific issues or to develop products as identified by the subcommittee and approved by the Chair. Task group membership is approved by the Chair.

## Meetings

The subcommittee will normally meet via conference call on a quarterly basis and meet annually at the EMI SIG Annual Conference. Scheduled conference calls will include a meeting agenda and follow-on meeting minutes. Task groups will meet according to pre-determined dates/times. Additional subcommittee meetings will be determined by the subcommittee.

TECHWG meetings will normally be held in conjunction with the EMI SIG Annual Meeting and other regularly scheduled workshops and conferences at which the attendance of technology professionals, management, and oversight personnel is expected.