

Government Facilities Sector

Government Coordinating Council Charter

Article 1 – Official Designation

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

GFS Subsectors

The GFS has three sub-sectors Educational Facilities led by the Department of Education, Election Infrastructure lead by the Department of Homeland Security and National Monuments and Icons lead by the Department of Interior. The articles of this charter also apply to these GFS subsectors.

Article 2 – Mission and Purpose

The mission and purpose of the GFSGCC is to protect and promote the capabilities of the GFS as the overarching body for the sector and its sub-sectors, to provide effective coordination of security and resilience strategies for federal, state, local, tribal and territorial (SLTT) government personnel, contractors and visitors to government facilities – to support the Nation’s homeland security mission.

This GFSGCC utilizes an Executive Council governance structure. informational resources, or any other documents generated by the GFSGCC, will reflect the assessments of the individual participants of the group and should not be interpreted to constitute a commitment with respect to the position or future actions of or within the GFS.

Article 3 – Objectives and Scope of Activity

The objective of the GCC is to coordinate sector strategies, activities, policies, training opportunities and communication across the national partnership structure defined in the National Infrastructure Protection Plan (NIPP): Partnership for Critical Infrastructure Security and Resilience, as well as the following: Executive Order 13636 “Improving Critical Infrastructure Cybersecurity”, Presidential Policy Directive 21 “Critical Infrastructure Security and Resilience”, Presidential Policy Directive 8, “National Preparedness System” and the GFS Sector-Specific Plan or any subsequently dated issuances thereof.

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

- Work together to promote continuous improvement of security and resilience efforts within the sector as national, sector and cross sector goals and priorities are addressed;
- Coordinate strategic communications, discussions and resolution of issues among government entities within the sector;
- Enhance government information sharing between departments and agencies across sectors;
- Identify and support the information-sharing capabilities that are most appropriate for state, local, tribal and territorial (SLTT) entities;
- 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, identify best practices and report on progress made for addressing them as well as applicable national priorities, and;
- Advise the Sector Specific Agencies (SSA’s) on sector strategies, and activities in order to focus sector security efforts and expand engagement with the interagency community across federal, state, and local governments.

Article 4 – GFS GCC Chairs / Executive Council (EC) / Primary Membership (PM) / General Membership (GM)

The Executive Council (EC) will serve as the authoritative voice of the GFSGCC and the liaison with the GFS Co-SSA's (Federal Protective Service and the General Services Administration), sub-sector points of contact and other sectors.

4.1 Chair Roles and Responsibilities

The position of Chair of the EC will be shared between the GFS Co-SSA's as designated by PPD 21. The GCC Co-Chairs are jointly responsible for identifying and organizing a representational council composed of key representatives from government departments and agencies with sector interest.

The Chairs shall:

- Preside over all regular and, if required, special EC meetings.
- Serve as the primary point of contact to DHS or other federal agencies.
- Oversee the coordination of the EC meetings, including coordination of logistics and agenda items.
- Create and distribute an agenda notice in advance of each EC meeting and provide any necessary read-ahead materials.
- Be responsible for all records of the EC, including but not limited to the original charter, minutes, white papers, correspondence, and current membership enrollment.
- The Chairs will coordinate with subsector leads any changes or updates to GFS documents such as the Sector Specific Plan, etc.

4.2 Executive Council Membership

The EC will assist with development of the goals and objectives for the sector and make decisions based on the findings and recommendations of committees, working groups, and the general membership. The EC will meet at pre-determined intervals, either in person or via teleconference, to review overall progress and approve goals and priorities. The EC will, whenever possible, build and act upon on sector-wide consensus. The EC reserves the right to invite or remove participation of additional organizational representatives as deemed appropriate with a majority vote.

The GFSGCC EC consists of designated sector or critical infrastructure leads with the authority to act on the sectors or critical infrastructure business lines they represent. Organizations named to the GFSGCC EC are:

Agency / Organization	Sector /Business line
Federal Protective Service	GFS Co-Sector Specific Agency
General Services Administration	GFS Co- Sector Specific Agency
Department of Education	Educational Facilities Subsector (GFS Subsector)
Department of Interior	National Monuments and Icons (GFS Subsector)
Department of Health and Human Services	Health and Public Health Sectors
Department of Homeland Security, Cybersecurity and Infrastructure Security Agency	Emergency Services Sector Election Infrastructure (GFS Subsector) Interagency Security Committee Office of Tribal Affairs
Department of Justice, Federal Bureau of Investigation	Critical Infrastructure Bureau Intelligence Council
Department of Transportation	Transportation Sector
Department of Defense	DoD Facilities Management Office
Federal Executive Board	Federal Executive Board

Participating organizations shall designate one primary and one secondary member. Each member has the flexibility to have other representation at meetings other than the official alternates, such as appropriate subject matter experts or other interested parties but must clearly identify the representative via email to the Co-Chairs. Subject matter experts are non-voting participants drawn from any organization from which the GCC needs expertise on an ad hoc basis.

EC members should have the knowledge and authority to formulate advice and make decisions on behalf of their constituents, attend all or most of the pre-scheduled meetings (or send senior level designee), and be available to respond to ad hoc requests from the GFS Co-SSA's.

The limited participation at this level is not designed to be exclusive; the group must be limited to ensure clarity of direction and efficiency of process. From time to time, representatives from other organizations may be invited to participate in one or more of the EC meetings. In addition, the EC may schedule additional working sessions to involve a broader representation of interested groups.

The EC 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 Co-Chairs. The purpose of their membership is for the EC 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 EC, when ongoing expertise is no longer required.

The GFS Co-Chairs will maintain and keep an updated list of all EC members' names and contact information (i.e., name title, phone number, email address, etc.) which any EC member may request as deemed appropriate, but only for use of official GFS business. GCC EC members may provide the Co-Chairs with the names and contact information of person(s) from their department or agency to participate in GFS activities.

4.2.1. Executive Committee Roles and Responsibilities

The members of the executive committee will play a key role in identifying issues of concern to the sector and conveying them to DHS, providing recommendations, and addressing the issues presented by other sectors. The EC will provide substantive advice and guidance to DHS drawing upon their experience and knowledge of government facility critical infrastructure needs and capabilities.

The EC will:

- Approve the general direction of GFS initiatives and programs, evaluate progress and approve changes in direction and scope for the overall GCC activities.
- Provide advice, feedback and support to the Co-SSA's and other stakeholders.
- Create and disband project or issue-specific working groups and committees as they deem appropriate.
- Act as a liaison with other sectors and coordinate joint projects.
- Resolve issues requiring policy, procedural, or other business decisions as needed.
- Represent and advocate for issues involving the GFS at more senior levels of government and among sector partners.
- Prepare appropriate read-ahead and presentation materials for EC review, as required.

4.2.2. Rules of Engagement

Meetings:

The EC will convene as an GCC at least two-times a year and more often when necessary. The EC may schedule additional meetings as needed. The group will also participate in joint meetings of the GCC at least two-times a year.

- There will be a pre-determined agenda for each meeting. The agenda should be kept at high-level discussions. The outcomes of each meeting will be documented in writing and communicated as appropriate.
- The meetings will be held in a location that maximizes the EC resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings that may attract the participation of EC members, such as National Homeland Security Consortium meetings.
- EC meetings are closed to all non-EC members. Non-EC members must have an expressed invitation by the Chairs.

Decisions:

The EC will operate by consensus, except in matters of membership which require a majority vote.

- Only recommendations (documents, policy positions, plans, etc.) that are provided to the EC members prior to the meeting shall be voted upon.
- Individual organizations may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the EC, it must be made in full disclosure to the other members of the committee.

4.3 GFS GCC Primary Membership (PM)

The GCC Co-Chairs are jointly responsible for identifying and organizing a representational council composed of key representatives from government departments and agencies including representation from each sub-sector.

Participating agencies shall designate one primary and one secondary member representative. Each member has the flexibility to have other representation at meetings other than the official alternates, such as appropriate subject matter experts or other interested parties but must clearly identify the representative via email to the Co-Chairs. Subject matter experts are non-voting participants drawn from any organization from which the GCC needs expertise on an ad hoc basis.

Members will work in concert with the EC through participation in project-specific working groups and subcommittees. They will recommend critical infrastructure protection objectives and action items for the sector to the EC. This may include identifying goals, participating in or leading working groups required to meet those goals, providing comment and recommendations on GFS EC or federal documents, and providing feedback on additional issues to the EC as requested. Members will be requested to assist in implementation, education, and dissemination efforts undertaken as a result of the above.

4.3.1. Primary Member Roles and Responsibilities

The members will designate representatives able to provide substantive advice and guidance to the EC, most frequently via working groups and/or subcommittees, though opportunity for individual feedback is available. Members will be required to draw upon their experience and knowledge of government facility critical infrastructure needs and capabilities.

Members will:

- Provide general direction to the GFSGCC by leading and participating in working groups and issuing final recommendations to the EC based on their work;

- Provide advice, feedback, and support to the EC, and identify additional subject matter experts from their organizations to contribute to projects;
- Review working group/subcommittee deliverables upon request;
- Provide resources in support of their full participation of their departments and agencies;
- Represent and advocate for the GFS at more senior-levels of government and among member constituencies;
- Assist in building partnerships;
- Communicate decisions, plans, and results to local constituencies;
- Participate in periodic, pre-scheduled meetings; and
- Prepare appropriate read-ahead and presentation materials for EC review, as required.

4.3.2. Rules of Engagement

Meetings:

- The PM will be invited, but not required, to participate in GFSGCC meetings.
- Committees and workgroups will meet as needed either in person or via teleconference.
- The meetings will be held in a location that maximizes the GCC PM's resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings.
- GCC meetings are closed to all non-GCC members. Non-GCC members must have an expressed invitation by the presiding member.

Decisions:

- Working groups and subcommittees will operate by and act upon consensus. Dissenting opinions should be discussed and noted in the meeting minutes.
- Only recommendations (documents, policy positions, plans, etc.) that are provided to the working groups, subcommittees, or members prior to the meeting shall be voted upon.
- GFS-related decisions and recommendations of working groups and subcommittees will be sent to the EC for final approval or incorporation into broader EC recommendations.
- Individual organizations may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the GFSGCC, it must be made in full disclosure to the EC.

4.4. General Membership (GM)

GFS GM is open to all federal, state, local tribal and territorial governments. GM will include representatives from government organizations representing the "owners / operators" of Federal and SLTT government departments and agencies, in addition to representatives from all members of the EC.

Member representatives will notify and coordinate their participation with their designated agency primary and secondary members.

GM representatives should have the knowledge and authority to formulate advice and make decisions on behalf of their constituents, attend all or most of the pre-scheduled meetings and be available to participate in working groups or subcommittees, and respond to ad hoc requests from the Executive Committee. Attendance will be required at pre-scheduled biannual meetings or special meetings as needed. Organizations are invited to become members only at the sole discretion of the EC, who must approve of the invitation with a majority vote. The EC may also expel any member.

GM will work in concert with the EC and the PM through participation in GCC meetings and project-specific working groups and subcommittees. They will contribute to infrastructure protection objectives by participating in working groups, subcommittees and personal recommendations based on their knowledge and expertise. GM may assist in implementation, education, and dissemination efforts undertaken as a result of GCC projects and programs.

4.4.1. Eligibility for General Membership

GM representatives should have the knowledge and authority to formulate advice and make decisions that reflect the best interest of their discipline and the sector, attend all or most of the pre-scheduled meetings, be available to participate in working groups or subcommittees, and respond to ad hoc requests from the EC. Attendance at pre-scheduled meetings or special meetings as needed is required.

Organizations or individuals may be recommended for associate membership to the EC by any member. However, the EC must approve of the invitation with a majority vote. The EC may also expel any associate member.

4.4.2. General Member Roles and Responsibilities

GM will provide substantive advice and guidance to the EC, most frequently via working groups and/or subcommittees. GM will be required to draw upon their experience and knowledge of GFS needs and capabilities.

Members will:

- Provide general direction to the GFSGCC by participating in working groups and subcommittees;
- Identify additional subject matter experts (SMEs) as needed;
- Provide resources in support of their full participation of their departments and agencies;
- Represent and advocate for the GFS within the government and among member constituencies;
- Assist in building partnerships;
- Communicate decisions, plans and results to local constituencies;
- Participate in periodic, pre-scheduled meetings; and
- Prepare appropriate read-ahead and presentation materials for EC review, as required.

4.4.3. Rules of Engagement

- Organizations or individuals are expected to represent the interest of the GFS. Participation is not to be used for personal or corporate gain, or to further the interests of another sector or entity.
- Organizations or individuals may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the GFSGCC, it must be made in full disclosure to the executive committee.

Article V – Governance and Officers

The EC will make all policy decisions by a consensus of those participating in the decision, which must at a minimum be a quorum (see 5.1). Where consensus is not possible on a policy matter, no decision will be adopted by the EC. With adequate notice, the EC may make policy decisions by email. Such decisions will require a consensus of those responding, which must at a minimum be a quorum.

EC members will make decisions through a consultative process, encouraging the exchange of information and points of view, and will strive to understand and close the gaps creating the disagreement. Dissension will be recognized, and reasons clearly understood by all other members of the EC. EC members will strive to meet timelines and deliverables even when there is less than full agreement.

The EC recognizes that each member represents a government entity with inherent legal authorities and parameters within which they must operate. At times, these authorities may restrict a member representative's ability to provide agreement on a decision. These inherent legal authorities must be clearly articulated so to be understood by the EC, as the basis for dissent and the inability to provide

consensus. The EC 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.

5.1 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. A quorum for decision making shall be at least 75% of the GCC membership.

5.2 Officers

The GCC is chaired by the Co-SSAs; the chairs will facilitate the sector decision-making process using standard business practices. They will work in consultation with the EC to reach consensus on GCC business and through this process identify the means by which each decision will be communicated to appropriate government entities.

Article VI – Meetings

The GCC will meet regularly in Washington, DC Metro Area with additional scheduled meetings and/or conference calls as needed. If members of the EC are unavailable to attend in person, a conference call number will be provided to them. Topics of discussion will focus on sector strategies and activities.

- The Co-Chairs will establish the agenda based on input from the EC prior to the scheduled meeting;
- The EC will hold its discussion for a set amount of time or upon agreement/closure;
- The EC will bring in Subject Matter Experts as needed;

Article VII – Subcommittees, Special Committees and Working Groups

Subcommittees, working groups and/or special committees are subordinate to the EC, and report their activities and findings to the EC. Subcommittees, working groups and/or special committees are established when substantial investigation, research or other tasks are required which cannot be achieved at a regular EC meeting.

Through their primary or alternate representatives, each PM member may designate individuals to serve on working groups or act as representatives on subcommittees, working groups and/or special committee leads.

In addition, individual EC, PM or government SME may volunteer by emailing NIPP-GFS@ice.dhs.gov. Working group membership will be selected by the Co-Chairs. If substantial work effort is required through working groups, the Co-Chairs will ask for a volunteer to lead the working group, if no member volunteers the Co-Chairs will appoint a lead member for the working group. The working group may meet as a plenary body or in any combination of subgroups that is most conducive to the effective conduct of its activities. All products of the working groups will advise GCC on various issues, directions and processes.

7.1. Working Groups and Subcommittees

Working groups and subcommittees will address specific issues within the sector as identified or approved and assigned by the EC, and lead by a PM. These entities may research and seek out comment on issues, formulate draft policy and/or implement projects. The work of these groups may or may not be submitted to the PM for review and comment unless at the discretion of the EC. The subcommittee or working group will make a formal recommendation of action to the EC.

Working groups and subcommittees will be formed by the EC with representatives from organizations from all levels of membership, plus additional sector organizations, and cross-sector representatives as appropriate.

7.1.2. Working Group and Subcommittee Members

Working groups and subcommittees may consist of any member or representatives from any interested GFS or stakeholder organization as assigned by the EC or PM. A pool of practitioners will be established to tap into the resources and perspectives of the larger GFS community. SMEs, who are not part of the GFS may be called upon by working group or subcommittee members to provide information or comment when appropriate.

Organizations may select their representative to serve on working groups and subcommittees and have representatives on multiple groups simultaneously. The names and contact information of a primary and alternate representative shall be provided GFS Co-SSA's or working group/subcommittee Chair. Due to the potential number of participants involved, meetings may be restricted to just one representative per organization.

7.1.3. Working Group and Subcommittee Roles and Responsibilities

Working Group and Subcommittee members shall:

- Participate in meetings and teleconferences as needed;
- Allocate resources as needed to provide appropriate information, research, recommendations, and feedback to the EC;
- Coordinate with their respective agencies to educate them on the GFSGCC goals and progress; and;
- Ensure appropriate representation of all levels and disciplines within the GFS.

7.1.4. Working Group and Committee Rules of Engagement

Meetings:

- Individual working group and subcommittees will convene as needed.
- There will be an agenda and read-ahead materials for each meeting or teleconference. The outcomes of each meeting will be documented in writing and communicated as appropriate.
- The meetings will be held in a location that maximizes the GCC's resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings that attract the participation of working group and subcommittee members.

Decisions:

- The working group and subcommittee will not be a decision-making body. Instead, the working group and/or subcommittee will provide information and recommendations to the GFSGCC EC.

Article 8 – Recordkeeping

All records of meetings held will be handled, stored, and maintained in accordance to the DHS federal records management guidelines.

Article 9 – Communications

The Co-Chairs will ensure a communication mechanism exists for sharing information among the GCC membership.

The GFS relies on the Homeland Security Information Sharing Network – Government Facilities Sector (HSIN-GF) as the principal operational tool to communicate sensitive threat information to the sector. The GCC may develop or choose to rely on additional or alternative communication mechanisms such as;

classified systems, secure video teleconferences (SVTS) or general email. These mechanisms may provide additional amounts or types of information.

The Co-Chairs will coordinate all GCC information sharing and information dissemination. If a member would like to share information with the GCC, that member shall coordinate with the Co-Chairs. The Co-Chairs will occasionally solicit information from the GCC. This request for information may be in response to an incident, identification of best practices or reporting to executive level entities.

Article 10 – CIPAC Membership and Representation

DHS established the Critical Infrastructure Partnership Advisory Council (CIPAC). CIPAC facilitates interaction between government officials and representatives of the state/local government and community of owners and/or operators for each critical infrastructure sector defined by PPD-21 and identified in the NIPP. When participating in CIPAC activities, the GFS GCC will comply with all requirements defined in the CIPAC Charter and guidance issued by the CIPAC Designated Federal Officer within the CIPAC Executive Secretariat.

CIPAC membership is defined in the CIPAC Charter. GCC member organizations shall 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 shall 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 is 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 deem 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 11 – Amendments

The EC may at any time amend this Charter by consensus of the membership. The amended Charter will be forwarded in a timely manner by the Co-Chairs for distribution to the CIPAC Executive Secretariat and membership.

Article 12 – Duration

This Charter will be in effect for five years from the date of signing. If amended, the Charter will be in effect after the amendment is approved. The GFSGCC EC will review annually any proposed changes as necessary for consideration.

Article 13 – Approval

This charter is accepted and adopted by the GFSGCC EC on October 30, 2019 according to council procedures, as attested to by the following authority.



Co-Chair GCC
Christopher A. Coleman
Department of Homeland Security
Federal Protective Service



Co-Chair GCC
Michael Griffin
U.S. General Services Administration
Office of Mission Assurance