

EFCOG Safeguard and Security Working Group (SSWG) Charter
December 2012

VISION AND PURPOSE

To continuously improve Safeguards & Security (S&S) performance across DOE by focusing on the protection of Special Nuclear Material (SNM), sensitive information, classified matter, assets, and personnel. The SSWG adds value by bringing together the best and brightest DOE and industry S&S professionals to analyze issues and develop cost-effective solutions that bring clarity and continuous improvement to the DOE missions.

OBJECTIVES

The objectives of the SSWG are to:

- Enable the successful execution of DOE missions and programs by promoting security practices that deliver cost effective, safe and secure outcomes.
- Provide a forum for the active exchange of ideas, approaches and lessons learned among contractors and industry that:
 - Enhances collaboration through the sharing of innovative technologies and methods, and
 - Encourages interaction between DOE management and contractors on complex wide objectives, issues and projects.
- Serve as a consensus board for emerging security directives proposed by DOE and for the interpretation and consistent application of existing DOE directives.
- Assure the goals of EFCOG are met through effective planning and execution.
- Promote continuous improvement and professional development by sharing information among contractors through vehicles such as websites, workshops, and subgroups.

ORGANIZATION

- The SSWG Steering Committee is composed of the following positions: Chair, Vice-Chair, Secretary, Sub-group leads, Federal Sponsors, past Officers and EFCOG Sponsoring Director.
- The SSWG will initially be comprised of the following subgroups: MC&A, Information Security, Physical Security, Protective Force, and Program Management. Subgroups maybe added or removed as appropriate to meet the goals and objectives of the SSWG.
- The EFCOG Board of Directors will be advised when subgroups are changed and provided a copy of the charter for each.
- Membership in the SSWG and its subgroups is open to current EFCOG members and DOE sponsor representatives.

- The SSWG will strive to maintain a balanced membership of contractor representatives for all key missions from across the DOE complex. A review of representation will be conducted by the Steering Committee at least annually.
- The Chair, Vice-Chair(s) and Secretary shall be elected by a majority vote of the Steering Committee with a two year term.
- The duties of the Steering Committee include, but are not limited to:
 - Election of Officers;
 - Maintain and annually review Charter;
 - Create a compelling vision & purpose for the Group;
 - Establish and support subgroups; and
 - Establish annual meeting schedule.
- The duties of the Chair include, but are not limited to:
 - Serve as the single point of contact for official EFCOG communication. This is not intended to restrict other informal communications;
 - Participate in Working Group Chairs meetings and teleconferences.
 - Attend EFCOG Board meetings as requested by the Board;
 - Serve as the Chair of the Steering Committee;
 - Select Steering Committee members with input from the Sponsoring Director;
 - Guide the overall actions of the Working Group;
 - Call meetings and establish subgroups;
 - Review and approve subgroup charters; and
 - Maintain and post current member roster.
- The duties of the Vice-Chair include, but are not limited to:
 - Perform duties of the Chair in their absence;
 - Coordinate Working Group meeting topics, speakers, and draft agenda;
 - Draft annual report; and
 - Provide information as required to support Working Group Chair presentations to the Board.
- The duties of the Secretary include, but are not limited to:
 - Coordinate meeting locations and logistics;
 - Maintain meeting minutes, roster, and agendas;
 - Work with EFCOG web master as needed;
 - Post meeting registration; and
 - Coordinate communications on behalf of the Chair.

PROCESS

- There is no fee to attend SSWG meetings. Attendees are responsible for their travel costs.
- The SSWG will operate under the guidance of its established leadership.
- The SSWG will follow the EFCOG Charter and abide by the EFCOG Executive Council and Working Group Manual.
- SSWG participants must be from an affiliated EFCOG member company and participate in at least two meetings/teleconferences per year.
- SSWG meetings will be held when needed as determined by the Chair or at the request of a minimum of three other members.
- The goals, objectives, and effectiveness of the SSWG shall be reviewed annually by the Chair and documented in the Annual Report to the EFCOG Directors.
- The SSWG Charter is approved by the Steering Committee, Sponsoring Director and the EFCOG Board of Directors.

DELIVERABLES

The minimum set of SSWG annual deliverables will be as follows:

- At least one S&S workshop or meeting to share experiences, accomplishments, lessons learned, best practices, emerging issues, and regulatory concerns from across the DOE complex.
- A report of key accomplishments and plans involving S&S from across the DOE complex. The report will be completed by the middle of November and include:
 - Current year objectives and goals
 - Current organization, leadership, and membership information
 - Results of prior year activities
 - Plans for the upcoming year
 - Potential cost savings, if quantifiable
 - Other benefits derived from SSWG activities
- Other deliverables, such as white papers, best practices for posting on the EFCOG website, input to DOE as requested, as appropriate.