**EFCOG**

**Safeguards and Security Working Group**

**Charter**

**PURPOSE**

The purpose of the Safeguards & Security Working Group (SSWG) is to provide a strong focus for meeting the Department of Energy (DOE) Security Management challenge by enhancing the protection of Special Nuclear Material (SNM), classified matter, property, and cyber systems.

The SSWG is a working committee whose intent is to further the objectives of the Energy Facility Contractors Group (EFCOG) as related to the area of Security. The group will promote excellence by sharing information and lessons learned, and by facilitating the application of information and techniques to the degree appropriate for their contract/facility.

The scope of the SSWG includes Material Control & Accountability, Security, and Cyber Security.

**OBJECTIVES**

The objectives of the SSWG are to:

* Enable the successful execution of DOE missions and programs by helping ensure appropriate security in a cost effective and safe manner.
* Provide a forum for the active exchange of ideas, approaches and lessons learned among DOE contractors and with DOE that:
* Enhances collaboration among DOE contractors so that the latest technology and methods are brought to bear
* Encourages interaction between DOE management and contractors on complex wide objectives, issues and projects
* Provides value-added feedback and recommendations to DOE
* Serve as a consensus board for emerging security directives proposed by DOE and for the interpretation and consistent application of existing DOE directives.
* Encourage planning and actions necessary to ensure that the overall objectives of EFCOG are met in the area of security.
* Promote training and continuous improvement by sharing management and technical information and lessons learned among contractors through vehicles such as websites, workshops, subgroups, and seminars.
* Operate within the EFCOG Charter and the Guidelines for Working Groups of EFCOG.

**SCOPE**

* The SSWG will operate within the scope of EFCOG.
* The areas of interest covered by the SSWG include material control 7 accountability, security and cyber security. Material Control & Accountability includes policies, practices and systems required to control and account for special nuclear material. Security includes the protection of SNM, classified matter, personnel security, and both equipment and real property. Cyber security includes both classified and unclassified computer, communication, information and process systems. The cyber security area will also address selected Information Technology topics of interest to the DOE community.
* The SSWG will identify those topics or issues important to DOE meeting the security challenge and present them to DOE management.
* The SSWG will facilitate interaction with outside organizations and experts regarding the application of security principles and methods in the DOE complex.
* The SSWG will communicate with other EFCOG and contractor groups to ensure activities are fully coordinated.
* The SSWG will not lobby, advocate independent positions, or try to change DOE policy. However, SSWG practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

**ORGANIZATION**

* The SSWG will initially be comprised of the MC&A Subgroup, the Security Subgroup and the Cyber Security Subgroup. Other subgroups may be added as appropriate. Membership in the SSWG and its subgroupsis open to current EFCOG members or associate members, and one or more DOE sponsor representatives.
* Each contractor participating in the SSWG will identify a representative to support working group/subgroup activities as appropriate.
* The SSWG will strive to maintain a balanced membership of DOE 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 Chairperson position will be elected by a majority vote of the Steering Committee the Chairperson’s term of office will be two years. In subsequent years, the Chairperson position will require a majority vote by the Steering Committee. If for any reason the Chairperson is required to terminate prior to the designated time, the SSWG Steering committee shall elect a new Chairperson. If no vice-chairperson (chairperson elect) has been designated, the Board of Directors may appoint a replacement.
* The duties of the SSWG Chairperson include, but are not limited to, the items identified below:
  + Direct the overall actions of the working group.
  + Call meetings and establish subcommittees to carry out the objectives of the working group.
  + Serve as the single point of contact for official EFCOG communication. This is not intended to restrict other informal communications.
  + Prepare and maintain an up-to-date roster and have it posted on the EFCOG website.
  + Provide guidance to the leader or chairperson of subgroups under the cognizance of the working group.
  + Serve as the chairperson of the Steering Committee.
  + Select Steering Committee members with input from the Sponsoring Director.
  + Assume other roles as decided by a majority vote, when the need for such arises.
* A vice-chairperson and secretary will be elected by the Steering committee.
* A Working Group Steering Committee, comprised of the Chairperson and Vice-Chairperson, the Subgroup Chairpersons will provide feedback and guidance on SSWG tasks and deliverables. The sponsoring Director is an ex-officio member of the Steering Committee. The Steering Committee shall review the charter of any Topic/Task subgroups formed under the direction of a Working Group.
* The SSWG will operate under the guidance of its established leadership, receive oversight and support from the Working Group Chairperson, prepare subgroup charters as needed, follow the EFCOG Charter, and abide by the EFCOG Executive Council and Working Group Manual. The Sponsoring Director is the final approval authority for any subgroup charter. The EFCOG Board of Directors will be advised of the creation of any topic/task subgroup and provided a copy of the charter, if required, as information.
* Member requirements are that you attend two meetings and that your company is one of the membership rosters of EFCOG.

**PROCESS**

* SSWG meetings will be held when needed as determined by the SSWG Chair or at the request of a minimum of three other members.
* Generally, the cost of workshop activities will be covered by a registration fee assessed by a workshop committee. The goals, objectives, and effectiveness of the SSWG shall be reviewed annually by the SSWG Chair and documented in the SSWG Annual Report to the EFCOG Directors.
* A change to this charter requires concurrence from two-thirds of the membership and approval by the Executive Directors.

**DELIVERABLES (GENERAL DESCRIPTION)**

* At least one workshop for each subgroup per year to share security accomplishments, lessons learned, best practices, emerging issues and technological approaches.
* An annual report of key accomplishments and critical issues affecting project management across the DOE complex.
* Other deliverables as enumerated in the subgroup charters.

**DURATION**

The estimated duration of the SSWG is intended to be long term. An annual effectiveness review shall be conducted by the Management Committee with a recommendation to the EFCOG Board of Directors for continuation, disbanding, or reconstitution of the Working Group or its subgroups.

**COST BENEFITS (EFFECTIVENESS)**

The EFCOG Board of Directors tracks the effectiveness of working group activities to determine whether there have been reasonable benefits. The SSWG will continue so long as it is demonstrated to be cost effective to DOE. The SSWG Annual Report will document the achievements and any cost savings or other benefits for members resulting from sharing information or participating in DOE directive implementation impact studies. Effectiveness is most readily demonstrated by tangible deliverables that are planned on an annual basis and pursued with project management type discipline, as well as participation by the membership. It is understood that effectiveness may also be demonstrated by tangible or intangible cost savings to the DOE.