

# Development Committee Co-Chair Responsibilities (Standing and Special Purpose, Limited Duration)

Date of DSC Approval: January 12, 2025

The Development Committee Co-Chairs are responsible for overseeing the activities of the Working Groups under their assigned Committees to achieve the goals of the NENA Development Group (NDG), to include appointing Working Group Co-Chairs and other subject matter experts as appropriate for problem-solving teams.

Each Development Committee (Committee) Co-Chair is expected to attend scheduled Development Steering Council (DSC) meetings and calls on a regular basis and vote as a member of the DSC on matters that come before it. If the Committee Co-Chair is unable to attend, they MUST provide notice to the DSC Co-Chairs and their Development Committee Co-Chair. At least one Committee Co-Chair or substitute SHALL attend DSC meetings and calls. If both Development Committee Co-Chairs are unable to attend a DSC meeting, they SHALL appoint a delegate in advance as their substitute. The use of a substitute to attend DSC meetings, while acceptable due to unforeseen circumstances, will not be used routinely as an alternative to attending the meetings. In order to maintain balance in voting, an NDG member acting as a substitute for a Development Committee Co-Chair SHALL NOT be a Co-Chair for another Development Committee. A Development Committee Co-Chair is subject to the same attendance requirements as all NENA Development Group members, as described in NENA-ADM-001, Section 2.2.3.2.3 Working Group Participation Expectations. If the Development Committee Co-Chair is unable to meet the attendance requirement or participation level needed to support the DSC efforts, then an alternate Co-Chair may be appointed.

Upon appointment to a Development Committee Co-Chair position, Co-Chairs should complete any necessary training on NENA and ANSI processes as guided by the Committee Resource Management Department.

The Development Committee Co-Chairs preside over their respective Committee and SHALL coordinate their Committee's efforts to include the support of:

- NENA Standards and Best Practices Documents
  - Perform reviews of published documents for document maintenance purposes and fulfill needs to support document reaffirmation, revision, or archival as defined by procedure.
  - Report on Working Group(s) document development progress to the DSC.
  - Assure that published NENA documents are reviewed in accordance with the Document Development and Approval Process.

- Present Committee documents to the DSC for approval to move to the next step in the document development and approval process, confirming the document is in alignment with Charter.
- Participate in and manage the Issue Submission Form & Charter process as described in this document, as well as the [NENA Development Group Guide](#).
- Evaluate and assign Issues approved by the DSC to the appropriate Working Group for resolution.
- Meet with Working Group Co-Chairs post document publication to determine next steps on any Additional Development Work items and take action as appropriate.
- Assist the Communications Committee with document promotion at publication.
- Working Groups
  - Communicate regularly with Working Groups to keep them informed about DSC discussion and activities.
  - Ensure that procedures are followed by the Working Groups and that any meetings are conducted in a fair and efficient manner.
  - Creation of Working Groups as needed to focus on emerging issues affecting public safety technology and operations, including the assignment of Working Group Co-Chairs.
  - Provide Working Group Co-Chairs direction regarding the NENA processes.
  - Provide Working Group Co-Chairs tools for the job (e.g., Conference Bridge, web resources, etc.).
  - Ensure Working Group Co-Chairs complete any necessary training on NENA and ANSI processes as guided by the Committee Resource Management Department.
  - Resolve Working Group conflicts or problems brought to their attention by the Working Group Co-Chairs, including ensuring that the document development process is not dominated by any individual or organization. If an interested party expresses a concern in writing that the process is dominated or influenced to the exclusion of fair and equitable consideration of other viewpoints, such concern SHALL be addressed in accordance with the NENA Development Group Organizational Structure and Operational Procedures, ADM-001, section(s) on appeals.
  - Solicit updates from Working Group Co-Chairs and, when necessary, convene conference calls to discuss the activities of each Working Group and determine support needed for the document development efforts.
- Development Steering Council Efforts

- Assist in the development of the DSC strategic efforts.
- Work closely with other standards-setting bodies and related organizations, as required.
- Evaluate standards published for review by other standards-setting bodies to assess impact against published NDG documents.
- Support requests for interpretation of NENA standards and best practices documents assigned to their committee in accordance with the NENA Development Group Procedures Interpretation Policy.
- Provide leadership for and assisting in the establishment of the NENA Standards & Best Practices Conference (SBP), Critical Issues Forums (CIFs), Joint Committee Meeting (JCM), and in developing educational sessions and recruiting speakers for the NENA Annual Conference, etc.
- Ensure that the content of the Committee's presence on the nena.org website is maintained and updated as needed.
- Upon direction from the DSC Co-Chairs, provide answers to questions received on [nena.org](http://nena.org) in support of the FAQ feature.

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