NENA NG9-1-1 Industry Collaboration Events
Governance and Process

Document Purpose: This document describes the charter NENA has established for the NENA NG9-1-1 Industry Collaboration Events (ICE) Steering Committee. It also describes important processes and underlying tenants of the program. This document has been reviewed and approved by the NENA Executive Board.

Steering Committee Charter: NENA has empowered the NG9-1-1 Industry Collaboration Events Steering Committee to plan and execute a series of events that support vendors in testing their NG9-1-1 interoperability and verifying the viability of relevant standards. All Industry Collaboration Events shall operate under these rules:

1. These events should be open to any and all vendors that have products that are part of any testing done at an event.
2. Events are technical in nature and are not to be confused with a trade show or other marketing event.
3. No grading of vendor performance will be done in any way, nor will any comparisons be drawn.
4. External reporting will be held to a minimum, with no vendor-specific information provided.
5. Where applicable, feedback on the standards used will be compiled and delivered to the relevant committees within the NENA Development Group.

This Charter may be modified to encompass additional responsibilities upon approval of the Steering Committee.

Steering Committee Reporting Relationship: The Steering Committee reports to the NENA Technical Issues Director. While there is no direct reporting relationship to the NENA Development Group (NDG) or Transition Planning Committee, there are natural synergies between ICE and these committees which should be fostered.

Steering Committee Membership: The Steering Committee is currently composed of 13 voting individuals representing important NG9-1-1 stakeholder groups and 6 non-voting. The current membership mix is as follows:

- Three seats representing NG9-1-1 vendors. Candidates for open seats may be nominated from the NENA membership by the Steering Committee and appointed by the NENA CEO. These are voting seats.
- Two seats representing NG9-1-1 users. Candidates for open seats may be nominated from the NENA membership by the Steering Committee and appointed by the NENA CEO. These are voting seats.
- Two seats representing the Industry Council for Emergency Response Technologies (iCERT). These positions are filled by a selection process within iCERT. These are voting seats.
- Two seats representing NENA Senior Staff. These are appointments by the NENA CEO. These are voting seats.
- Two seats representing the current ICE Planning Committee Chair and Vice-Chair. These are voting seats.
- Two seats representing the previous ICE Planning Committee Chair and Vice-Chair. These are voting seats.
- Two seats representing the Development Steering Council. These positions are filled by appointment of the Development Steering Council. These are not voting seats.
- One seat representing Association of Public-Safety Communications Officials - International (APCO). This position is filled by a selection process within APCO. This is not a voting seat.
- One seat representing European Emergency Number Association (EENA). This position is filled by a selection process within EENA. This is not a voting seat.
- One seat representing the NENA Board as a liaison. This position is filled by an appointment by the NENA Executive Board. This is not a voting seat.
- One seat for a Steering Committee Secretary. This is not a voting seat.

**Steering Committee Structure:** The Steering Committee has two elected positions, Chair and Vice Chair. It is advisable that the Chair is selected from the seats representing the NG9-1-1 vendors and the Vice Chair be selected from the seats representing the NG9-1-1 users/buyers. The elected Chair will preside over all meetings and conference calls he/she attends. In the absence of the Chair, the Vice Chair will preside over the meetings. If neither the Chair nor the Vice Chair can attend a scheduled meeting or conference call, the Chair, at his/her discretion, can appoint the Steering Committee Secretary to run the meeting or call.

**Steering Committee Process:** The Steering Committee Goal is to plan and execute a series of events as indicated above. To accomplish this goal, the Chair will schedule meetings and or conference calls at a frequency that supports the work and decisions in front of the committee. The secretary will develop an agenda for each meeting or call. Any committee member can request an agenda item by contacting the secretary; however, the Chair has the final decision on the agenda. The Steering Committee can use any process it sees fit to execute its responsibilities. In addition, the Steering Committee has the ability to:

1. Create working groups consisting of Steering Committee members and individuals representing other relevant stakeholders to develop proposals to be brought to the Steering Committee.
2. Create formal sub-committees consisting of Steering Committee members and individuals representing other relevant stakeholders to take responsibility for larger work efforts. All sub-committee work must be approved by the Steering Committee.
3. Form relationships with other groups that can be helpful in executing their responsibilities.

The Steering Committee Chair should strive to get a consensus on any and all decisions to be made by the Steering Committee. If this is not possible and if the Chair believes that a decision must be made, a formal vote will be taken. Only those Steering Committee members holding a voting seat will be polled. A simple majority of the members present and voting is all that is required to make a decision except that at least seven of the thirteen voting members must be present and vote. The important decisions for the Steering Committee to make include the following:
1. Election of a Chair and Vice Chair for the Steering Committee
2. Election of the Chair and Vice Chair for the Planning Committee
3. Process to implement to achieve its charter
4. Makeup of the committee including adding additional stakeholder seats
5. Technical focus of each event
6. Promotion of the event
7. Selection of the event venue
8. Provide guidance to the Planning Committee as needed
9. Format of the external event report
10. Format of the feedback to the standards organizations

Once the Steering Committee selects an event topic and a Planning Committee Chair and Vice-Chair, a public announcement about the establishment of the event and the Planning Committee is made via NENA Newsletter and an invitation is sent to previous participants. A Planning Committee’s membership is composed of volunteers. Every participating vendor is required to designate a representative and an alternate to serve on the Planning Committee. Either the designated representative or an alternate is required to attend Planning Committee meetings. The event is open only to those who are testing NG9-1-1 functional elements, applications, or supporting elements unless an individual is approved by the Planning Committee. ICE Steering Committee members may also participate in Planning Committee calls. ICE is for the vendors and planned by the participating vendors. Each event Planning Committee develops its own Charter and planning process for the event being planned.

The Steering Committee delegates the following decisions to the Planning Committee:
   1. Designation of a Test Director for each event
   2. The test scripts to be used
   3. Event attendance by non-participants
   4. The event ground rules
   5. The data to be collected at the event
   6. The content of the external event report
   7. The content of the feedback to the standards organizations

If a member is unable or unwilling to contribute to the work of the Steering Committee or if the member does not abide by the roles and responsibilities outlined below, the Steering Committee can remove a member and initiate the process to replace him or her.

**Steering Committee Member Roles and Responsibilities:** Each of the seats on the Steering Committee represents groups that, in turn, represent important NG9-1-1 stakeholders. Filling a seat comes with certain responsibilities including:
   1. Active participation at meetings and calls.
   2. Bringing the perspective of the stakeholder group he/she is representing to the committee.
   3. Taking any and all information made available for dissemination by the Steering Committee back to the stakeholder group he/she is representing.
4. In the event the member does not attend four consecutive meetings without notifying the Chair, Vice Chair or Secretary, the Committee will consider initiating the process to replace the member.

Member Vetting Process: The Represented Organization makes the decision on who their representative shall be. The organization shall provide no more than a half-page bio on each representative as an introduction to the ICE Steering Committee.

All ICE related documentation shall be stored in NENA Workspace.

### ICE Steering Committee Members and Voting Eligibility

<table>
<thead>
<tr>
<th>Group or Organization Represented (Qty)</th>
<th>Voting Member?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NG9-1-1 Vendors (3)</td>
<td>Y</td>
</tr>
<tr>
<td>NG9-1-1 Users (2)</td>
<td>Y</td>
</tr>
<tr>
<td>iCERT (2)</td>
<td>Y</td>
</tr>
<tr>
<td>**Current ICE PC Chair/Vice-Chair (2)</td>
<td>Y</td>
</tr>
<tr>
<td>**Previous ICE PC Chair/Vice-Chair (2)</td>
<td>Y</td>
</tr>
<tr>
<td>NENA Sr. Staff (2)</td>
<td>Y</td>
</tr>
<tr>
<td>DSC (2)</td>
<td>N</td>
</tr>
<tr>
<td>APCO (1)</td>
<td>N</td>
</tr>
<tr>
<td>EENA (1)</td>
<td>N</td>
</tr>
<tr>
<td>NENA Board (1)</td>
<td>N</td>
</tr>
<tr>
<td>Secretary (1)</td>
<td>N</td>
</tr>
</tbody>
</table>

**NOTE:** If an individual held one of these positions in both events, the individual will select a participant from the previous event.

**Press Coverage at ICE:** The ICE Steering Committee shall encourage press coverage of ICE with the approval of the ICE Planning Committee. Unless otherwise approved by the ICE Planning Committee, the coverage will be limited to the opening session and will not include coverage of actual testing. Unless expressly approved by the ICE Planning Committee and the individual vendor, no pictures or video of vendor screens will be allowed. The Steering Committee shall be responsible for inviting media and may at its sole discretion determine to not invite them to future events. Coverage must be vendor neutral.