

## **NENA NG9-1-1 Industry Collaboration Events**

### **Governance and Process**

NENA Board of Directors Approved: June 20, 2025

***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. The events are only open to vendors who have technology that is part of any testing performed at any specific event. There is no concept of “vendor observers”, where vendor means “an organization that designs, builds, sells, maintains, or operates one or more NG9-1-1 functional elements or supporting systems”.
2. Observers with leadership status in one of the NENA-sanctioned Working Groups (WGs), may, at the discretion of each individual event Planning Committee (see below for more details), be allowed to attend and observe an individual ICE event even if they are from a vendor organization without technology being tested at the event.
3. Events are technical in nature and are not to be confused with a trade show or other marketing event.
4. No grading of vendor performance will be done in any way, nor will any comparisons be drawn.
5. External reporting will be held to a minimum, with no vendor-specific information provided.
6. 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 CEO or their designee. While there is no direct reporting relationship to the NENA Development Group (NDG), there are natural synergies between ICE and this group which should be fostered.

***Steering Committee Membership:*** The Steering Committee is currently composed of 11 voting individuals representing important NG9-1-1 stakeholder groups and 6 non-voting members. Either the designated representative or an alternate is required to attend Steering Committee meetings. Steering Committee members serve an unlimited number of 2-year terms. If a Steering Committee seat is left vacant, a new member shall be appointed to complete the remainder of that term. The current membership is as follows:

- Three seats representing NG9-1-1 vendors. Candidates are appointed by the NENA CEO. These are voting seats.
- Three seats representing NG9-1-1 users. Candidates for open seats are appointed by NENA CEO. These are voting seats.
- One seat representing the Industry Council for Emergency Response Technologies (iCERT). This position is filled by a selection process within iCERT. This is a voting seat.
- One seat representing NENA senior staff. This is appointed by the NENA CEO. This is a voting seat.
- One seat representing the current ICE Planning Committee Chair. This is a voting seat.
- One seat representing the current ICE Planning Committee Vice-Chair. This is a voting seat.
- One seat representing the Development Steering Council. This position is filled by appointment of the Development Steering Council. This is a voting seat.
- 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 Canadian Radio-television and Telecommunications Commission (CRTC) Emergency Services Working Group (ESWG). This is not a voting seat.
- One seat representing the American National Association of 9-1-1 Administrators (NASNA). 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 Board of Directors President. This is not a voting seat.
- One seat for a Steering Committee Secretary. This seat is appointed by the Steering Committee Chair. An individual may be appointed temporarily to serve as acting Secretary. This is not a voting seat. The Secretary or acting Secretary may also be a member of the Steering Committee.
- An unlimited number of guests. Guests may not vote. Guests are required to conform to the ICE Code of Conduct and will be approved by the Steering Committee Chair or Vice-Chair.

The NENA CEO SHALL consult with the sitting members of the Steering Committee in making appointments to said committee.

All voting members MAY have an alternate. The alternate may participate in proceedings and vote if the seat is a voting seat. The primary and alternate members may attend the same meeting but shall cast only one vote. The voting member shall appoint their alternate.

***Steering Committee Structure:*** The Steering Committee has two elected positions, Chair and Vice Chair. The Chair is selected from a majority vote of the seats representing the NG9-1-Vendors and the Vice Chair be selected from a majority vote of the seats representing the NG9-1-1 Users. 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 their discretion, can appoint the Steering Committee Secretary to run the meeting or call. The Chair and Vice Chair shall be elected at the first meeting of the Steering Committee following membership renewal each calendar year (see “*Terms*”).

***Steering Committee Process:*** The Steering Committee goal is to plan and execute a series of test events. 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. In cases where there is no consensus, decisions shall be made by a simple majority vote of those voting members attending. A simple majority of voting members in attendance shall constitute quorum for the purposes of a 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 only open to those individuals representing vendor organizations who are testing NG9-1-1 functional elements, applications, or supporting technology at the event, unless an individual from the one of the following permissible observer / contributor categories is approved for attendance by the event Planning Committee:

- Vendor personnel who attend the event as current leaders of a NENA-sanctioned WG
- Other private sector personnel, e.g., consultants, that possess specialized knowledge applicable to the event, or personnel from organizations that offer material contribution to the success of an event
- Public sector / customer personnel, or representatives of other SDOs, NENA staff, and NENA Board members

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.

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 (subject to limitations)
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

**Lack of Dominance:** Not more than one primary voting seat on the Steering Committee may be filled by person(s) of the same organization. Should there be more than one participant from the same organization for primary voting seats, the organization will identify which person(s) will remain on the Steering Committee, with concurrence of the NENA CEO, as the primary voting seat. Any resulting vacant seat(s) will be appointed by the NENA CEO after consulting with the Steering Committee in making said appointment.

**Removals:** The NENA CEO can remove a member of the Steering Committee for any reason deemed relevant by the NENA CEO.

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 upon a majority vote of its members and initiate the process to replace them.

**Terms:** Starting with calendar year 2026, prior to the end of January of each calendar year, the Steering Committee shall renew its membership. The following seats have an initial 3-year term: One NG9-1-1 vendor seat (as initially designated by the NENA CEO), one NG9-1-1 user seat (as initially designated by the NENA CEO), iCERT, NENA Senior Staff, and the DSC. The remaining seats have an initial 2-year term. Non-voting seats shall be appointed prior to the end of January of each calendar year by the organization holding that seat.

**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**

<b>Group or Organization Represented (Qty)</b>	<b>Voting Member?</b>
NG9-1-1 Vendors (3)	Y
NG9-1-1 Users (3)	Y
iCERT (1)	Y
NENA Sr. Staff (1)	Y
Current ICE PC Chair (1)	Y
Current ICE PC Vice-Chair (1)	Y
DSC (1)	Y
APCO (1)	N
EENA (1)	N
ESWG (1)	N
NASNA (1)	N
NENA Board (1)	N
Secretary (1)	N

**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. No pictures or video of event proceedings shall be captured without consent. The Steering Committee shall be responsible for inviting media and reviewing media products prior to publication. Coverage must be vendor neutral.