

# Charter: NG9-1-1 Interoperability Task Force

*Adopted October 25, 2022 by the Steering Committee members of the NG9-1-1 Interoperability Task Force*

*Amended February 23, 2023, by the Steering Committee members of the NG9-1-1 Interoperability Task Force*

*Amended Sept 7, 2023, by the Steering Committee members of the NG9-1-1 Interoperability Task Force*

## Article 1: Name

- A. The name of this group is the NG9-1-1 Interoperability Task Force.

## Article 2: Background

*WHEREAS,*

- A. Standards promulgated by Standards Development Organizations (SDOs) including IETF, NENA, ATIS, APCO and others are being widely adopted and employed for NG9-1-1 systems both in the United States and internationally.
- B. Conformance to relevant standards and interoperability of NG9-1-1 systems and their associated components is important to ensuring effective emergency response communications.
- C. Increased testing of NG9-1-1 systems and system components will help to ensure standards conformance and interoperability.
- D. There is agreement in the NG9-1-1 community to establish a NG9-1-1 testing program, herein referred to as “Program”, that encompasses conformance and interoperability testing that:
  - a. Provides open-source testing tools that developers can use throughout the development process to encourage a consistent interpretation of standards, and
  - b. Provides test lab that can independently, and cost effectively certify that implementations are standards-based, and
  - c. Provides a test laboratory where production products or implementations can perform supervised tests with other production products or implementations, and
  - d. Provides the ability to test end-to-end interoperability and solution-independent component level interoperability that is unbiased with respect to any implementation, and
  - e. Includes effective multi-stakeholder governance, and
  - f. Ensures the process is stakeholder driven with collaboration from users, industry, NGO, and federal partners.
- E. It is critical that the **Program** is cost effective and is equitable for all participating parties.

## Article 3: Establishment

*NOW THEREFORE BE IT RESOLVED:*

There is established the **NG9-1-1 Interoperability Task Force**.

## Article 4: Purpose

The NG9-1-1 Interoperability Task Force shall:

- a) Identify and/or develop the appropriate governance entity for the **Program**
- b) Develop a sustainable financial model for the **Program**

- c) Develop technical requirements for the **Program**.
- d) Select independent labs to perform testing as defined by the **Program**
- e) Ensure the long-term sustainability of the **Program**

## Article 5: Members

Membership in the NG9-1-1 Interoperability Task Force is intended to include a broad cross section of stakeholder interests including State and local 911 authorities, emergency responders, Federal/State/Local Government partners, industry representatives, and various others with both interest and expertise in the area of emergency response communications. Membership initially includes the following “Founding Member” organizations, and these organizations are required to actively participate in Task Force activities. The term “Founding Member” does not have any significance beyond those that were originally involved in starting the NG9-1-1 Interoperability Task Force.

- US Department of Homeland Security S&T
- Industry Council for Emergency Response Technologies (iCERT)
- NENA: The 9-1-1 Association
- National Association of State 9-1-1 Administrators
- NG9-1-1 Interoperability Oversight Commission (NIOC)
- Program Administrator (Texas A & M University) – Non-Voting member
- The National 911 Program (United States Department of Transportation, National Highway Transportation Safety Administration)

The Steering Committee for the Task Force should include representatives from other organizations, companies, government agencies, consumer/user groups, standards bodies, or other stakeholder entities subject to the recommendation and approval of the Steering Committee. A representative approved by the Steering Committee shall be considered a “Member.” The Steering Committee may dismiss a Member through the same. In particular, participation from the following organizations should be considered:

- European Emergency Number Association (EENA)
- European Technical Standards Institute (ETSI)
- United States Department of Defense (DISA)
- United States National Telecommunications and Information Administration (NTIA) Office of Public Safety Communications
- International Association of Fire Chiefs
- International Association of Emergency Medical Services Chiefs
- International Association of Chiefs of Police
- National Sheriff’s Association
- The Association of Public-Safety Communications Officials (APCO)
- United States Department of Homeland Security CISA
- Alliance for Telecommunications Industry Solutions (ATIS)
- The United States Federal Communications Commission, Public Safety and Homeland Security Bureau
- The Canada Radio-Telephone Commission (CRTC) Emergency Services Working Group (ESWG)
- Defense Research and Development Canada
- CTIA-The Wireless Association
- Other organizations as approved by the Steering Committee.

The Steering committee is intended to be a temporary governance body and will intentionally be sunset at the time a governance body has been determined and established.

## Article 6: Committees

### Section 1: Steering Committee

The Steering Committee consists of one representative from each of the approved representatives from the organizations identified in Article 5. The Chair of the Steering Committee shall be selected by a majority vote of the committee and must be a representative from a public safety stakeholder. Each Steering Committee Member organization may appoint an alternate, but at no time will more than one vote be allocated to any Steering Committee Member organization.

The Steering Committee shall:

1. Develop a charter for the Task Force
2. Maintain the charter based on input from committee chairs and members of the Steering Committee.
2. Name Committee Chairs
3. Appoint Committee members
4. Prioritize Task Force activities
5. Schedule Steering Committee meetings
6. Perform public relations and communications for the Task Force
7. Review and approve Committee deliverables
8. Adjudicate any conflicts
9. Transition the NG 911 Interoperability Taskforce to the appropriate governance entity

### Section 2: Governance Committee

The Governance Committee shall be comprised of any Member. Each committee member has one vote and no single organization can have more than one vote. The Chair and the Co-Chair of the Governance Committee shall be appointed by the Steering Committee. Either the Chair or the Co-Chair must be a representative from a public safety stakeholder.

The Governance Committee shall:

1. Develop a plan for its work
2. Identify and liaise with existing governance structures
3. Identify and liaise with organizations that may be part of the governance structure for the **Program**
4. Develop a governance model for the **Program**
5. Propose modifications to Charter for the same
6. Establish an independent governance structure
7. In concert with the Technical Committee, develop rules for management of open-source test tools
8. Submit all Task Force products to Steering Committee for approval prior to distribution.

### Section 3: Finance Committee

The Finance Committee shall be comprised of any Member. Each committee member has one vote and no single organization can have more than one vote. The Chair and Co-Chair of the Finance Committee shall be appointed by the Steering Committee. Either the Chair or the Co-Chair must be a representative from a public safety stakeholder.

The Finance Committee Shall:

1. Develop a plan for its work
2. Develop a financial model for the **Program**; including:
  - a. Capital and operating expense model over 5 years
  - c. Revenue model including membership dues or fee structures, including revenue and expense models for specific services to be offered Demand forecast

- d. Risk Assessment
  - e. Identify a break-even point where the **Program** is independently sustainable
  - f. Investigate alternative means for ongoing funding for the conformance test **Program**
  - g. Develop a comprehensive financial model public report
3. Identify any potential legal issues associated with the **Program**
  4. Submit all Task Force products to Steering Committee for approval prior to distribution

#### Section 4: Technical Committee

The Technical Committee shall be comprised of any Member. Each committee member has one vote and no single organization can have more than one vote. The Chair and Co-Chair of the Technical Committee shall be appointed by the Steering Committee. Either the Chair or the Co-Chair must be a representative from a public safety stakeholder.

The Technical Committee Shall:

1. Develop a plan for its work
2. Identify and prioritize standards for the **Program**, including prioritizing specific functions and elements within those standards
3. Develop recommendations for the development of open-source test tools
4. Perform oversight of actual development of open-source test tools
5. Develop recommendations for management of the test lab environment
6. In concert with the Governance Committee, develop rules for management of open-source test tools
7. Submit all Task Force products to Steering Committee for approval prior to distribution

#### Section 5: Restrictions

In order to ensure equal committee representation, no single organization, company, government agency, consumer group, or other stakeholder entity may have a majority on any committee. No one entity shall have more than 2 members on any committee.

- A member representing an individual company or stakeholder shall not also be counted with any organization to which they belong.
- Any committee MAY invite subject matter experts to attend meetings and assist with work.
- Any committee MAY invite authorized observers to attend meeting in a non-voting authorized observer role.
- If a voting eligible participant misses 3 meetings in a row without approval from the chair or co-chair, they will automatically be classified going forward as a non-voting authorized observer. In order to get back to voting state, they must meet attend 4 meetings in a row and after which they can petition the chair for reinstatement. If absence, continues, the chair is authorized to remove person from committee and they cannot rejoin.

#### Section 6: Call for Nominations

The Steering Committee shall promptly issue a call for volunteers immediately upon acceptance of this charter.

#### Section 7: Selection

Upon issuing the call for nominations the Steering Committee shall then promptly assign Committee chairs and direct Committees to being during work.

#### Section 8: Tenure

A member's tenure is infinite unless the member resigns, is dismissed or their Committee is dissolved.

#### Subsection 9: Departure

1. A member may resign at any time.

2. If a member becomes unable to discharge the duties attendant upon their position, they shall notify the Steering Committee of such inability within fourteen (14) days.
3. A member may be recommended for removal from a committee at any time upon a majority vote of the members of a committee in which they are a member, and upon approval of the Steering Committee.
4. The Steering Committee may remove any Member at any time upon a majority vote of the members of the Steering Committee. Extended periods of inactivity may be justifiable cause for removal of a member from a committee, though such a determination will be made on an individual case basis.
5. If a member no longer meets the eligibility requirements or qualifications for the position to which they were appointed, they shall promptly resign.
6. An individual whose affiliation changes so that they no longer represent the organization group for which they were appointed to represent, must resign or be dismissed immediately. Member may reapply as affiliated with another organization.

## Article 7: Meetings

- A. Committees SHALL meet monthly or as necessary to fulfill their responsibilities.
- B. Members may meet by telephone conference call or other electronic means, provided that all members may hear and speak to one another at the same time.
- C. Special meetings of a Committee may be called by the Chair, Co-Chair, or by a simple majority of the Committee.
- D. A majority of Committee members at the time of a meeting shall constitute a quorum for the conduct of business. In the event that a quorum is not established, the Committee may conduct its meeting, but it may not make a final decision on any recommendations before the Committee in the absence of a quorum. Authorized observers and subject matter experts are not considered when establishing quorum.
- E. In general, a Committee may act by consensus. If clear consensus cannot be achieved, a Committee SHALL act by majority vote with each Committee member having one vote.
- F. Each Committee member may participate in meetings, make motions, offer new business, speak in debate, and cast one vote.
- G. Committees shall keep, or cause to be kept, minutes of their discussions and actions.
- H. Committees may vote via electronic means, such as email, provided the topic has been discussed in a meeting that provided all members the ability to hear and speak to one another at the same time.

## Article 8: Property

The Task Force has no legal entity and shall not hold or claim to hold any property unless steering committee deems it necessary for the sustainability of the Program.

## Article 9: Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings in all cases in which they are consistent with these Bylaws and any special rules of order which Committees may adopt.

## Article 11: Amendment

This charter may be amended provided the Steering Committee has approved an amendment.

## Article 12: Finances

A. Participation in the Task Force is conducted on a strictly voluntarily basis. No form of compensation shall be given or implied for any activities an individual conducts for the Task Force, outside of the terms of the individual's customary and normal employment.

## Article 13: Conflict of Interest Policy

### Section 1: Policy

At each Committee meeting, immediately following a call to order, the Committee Chair shall get affirmative consent to this conflict-of-interest policy, including the following provisions:

- A. As a general policy, a member should not hold a Controlling Financial Interest<sup>1</sup> in such NG9-1-1 solutions, products, or associated components that might be tested for interoperability within the scope of actions as governed by a committee.
- B. An individual's employment affiliation shall not be considered, on its own, to constitute a conflict of interest

In those cases where a member does have a financial or personal interest in any matter coming before a Committee, the Committee shall ensure that:

- i. The interest of the member is fully disclosed in a letter to the Steering Committee, and such letter is updated or reaffirmed by the member on an annual basis;
- ii. Any disclosure shall be considered by the committee, and the committee by majority vote, shall determine if such disclosure warrants the member's withdrawal from meeting discussion and/or abstention of the member from a vote.
- iii. Any recommendation to remove a Member from a committee due to a conflict of interest requires the approval of a majority of the Steering Committee.
- iv. The minutes of meetings at which decisions are made shall record such disclosure, any abstention, if appropriate, and rationale for approval.

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<sup>1</sup> Controlling Financial Interest means ownership, directly or indirectly, of twenty (20) percent or more of the outstanding capital stock in any corporation or a direct or indirect interest of twenty (20) percent or more in a firm, corporation, partnership or other business entity.