



**The InterAgency Board for
Equipment Standardization and Interoperability**

IAB CHARTER

The IAB Charter encompasses the makeup of the IAB by laying out the organizational structure and responsibilities of the IAB members. The IAB Chair and two Deputy Chairs, the SubGroups, their Co-Chairs and the Membership are defined and described within the Charter. The IAB is a user working group supported by voluntary participation from various local, state, tribal, federal government, and private organizations.

Mission. The mission of the InterAgency Board is to strengthen the nation's ability to prepare for and respond safely and effectively to emergencies, disasters, and CBRNE incidents.

The IAB will accomplish this by:

- Emphasizing interoperability, compatibility, and standardization
- Fostering a multidisciplinary perspective
- Facilitating effective intergovernmental partnerships
- Being a credible voice of the responder community
- Being proactive
- Sharing field operational experiences and practices

Scope. The IAB supports the local, state, tribal and federal responders' efforts in Homeland Security by:

- Providing direct feedback from responders currently practicing in the field on the front lines of emergency response at all levels of government. The IAB offers an honest, unfiltered, unvarnished view of what responders really do, what they really need, and how federal programs and policies affect them now and in the future.
- Facilitating integration among local, state, and federal response communities to promote proper selection and use of the best available equipment and practices to optimize safety, interoperability, compatibility, and efficiency.
- Developing, maintaining, and updating a Standardized Equipment List (SEL) which is aligned with the federal Authorized Equipment List (AEL) and provides the responder a reference to the type of equipment required to prepare for, train and respond to, mitigate, and recover from an all-hazards incident with a special emphasis on CBRNE issues.
- Advocating for, assisting in, and promoting the development and implementation of performance criteria, standards, requirements and test protocols for AEL/SEL-

listed all-hazards incident response equipment with a special emphasis on CBRNE issues.

- Convening established experts knowledgeable about emergency preparedness and response issues, particularly related to equipment, including requirements, standards, performance, operability, interoperability, and compatibility. This expertise assists, guides, and informs agencies, associations, and manufacturers seeking to design, develop, test, and deploy existing and new equipment and capabilities. It helps organizations that sponsor research and development programs formulate grant guidance and evaluate program effectiveness. It helps response agencies make decisions about equipment by providing insight about performance, and operational, training, and maintenance requirements.
- Encouraging the coordination of local and state response communities with established military and federal acquisition programs for procurement of AEL/SEL-listed all-hazards incident response equipment with a special emphasis on CBRNE issues.
- Sharing knowledge, expertise, and technology regarding the detection, identification, warning, protection, decontamination, response management, and medical management of all-hazards incidents among local, state, and federal response communities with a special emphasis on CBRNE issues.
- Providing a structured forum for the exchange of ideas among operational, technical, and support agencies for national preparedness to promote interoperability and compatibility among local, state, and federal response communities.
- Identifying and prioritizing all-hazards incident response equipment requirements with a special emphasis on CBRNE issues.
- Encouraging manufacturers and governmental, military, and private agencies to sponsor priority research and development projects to satisfy local, state, and federal all-hazards incident response equipment requirements.
- Providing assistance and/or guidance to agencies, associations, and manufacturers, requiring operational testing of new and emerging equipment and technologies.
- Preparing and publishing an annual report to articulate the activities and accomplishments of the IAB.

Meetings shall be held exclusively between Federal officials and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities. [See Pub. L. 104-4, Sec 204 (b) (1)].

Meetings are solely for the purposes of exchanging views, information or advice relating to the management or implementation of Federal programs established pursuant to public law that explicitly or inherently share intergovernmental responsibilities or administration per See Pub. L. 104-4, Sec 204 (b) (2) as implemented by OMB memorandum M-95- 20, as amended.

Organizational Structure and Responsibilities.

- *IAB Chairperson* - The IAB Chairperson is selected from the ranks of the local and state membership. Confirmation shall occur by a simple majority vote of the general membership present at the meeting at which the annual report is finalized. The Chairperson is elected to a two-year term starting the first (October) meeting of even years.
- If a vacancy occurs during mid-term of the Chairperson an immediate election process for a new Chairperson will be initiated.
 - The Deputy Chair with the most seniority in that position will act as the interim Chairperson for the duration of the meeting and election process.
 - Both Deputy Chairs are eligible to be nominated for this position.
 - If the vacancy occurs during a general meeting, nominations will be open from the floor through the end of the meeting. The nominations can include a member or members who are not present but have been contacted and will accept. During the brief out sessions on the last day of the meeting, a Deputy Chairperson will close the nominations and hold the election under the same simple majority guidance set out above. A new Chairperson will be elected for the balance of the term.
 - If the vacancy occurs between general meetings, the Deputy Chair with the most seniority in that position will be notified and will serve as the acting IAB Chairperson until a new Chairperson is elected. The Acting Chairperson will direct the program office to notify the membership announcing the vacancy and that nomination will be open at the beginning of the next meeting and held open for the morning session. A vote will be held at the conclusion of the morning session and a new Chairperson will be elected for the balance of the term.

The IAB Chairperson administers, organizes, and facilitates the actions of the IAB with the support of the Executive Committee. The Chair, two Deputy Chairs, SubGroup co-chairs, and FACC chair form the Executive Committee that comprises the IAB's leadership team.
 - The Chairperson provides recommendations to the Federal Agency Coordinating Committee (FACC) and direction to the SubGroup chairs.
- *IAB Deputy Chairs*- The IAB Deputy Chairs are selected from the ranks of the local and state membership. Confirmation shall occur by a simple majority vote of the general membership present at the meeting at which the annual report is finalized. The Deputy Chairs are elected to a two-year term on opposite years . One Deputy Chair will be elected at the same session the Chair is elected, the other will be elected on the opposite year in any two year term.

- The Deputy Chairs support the Chair's efforts to complete the tasks of the Chairperson as identified in the above section.
- The Deputy Chairs will attend and preside over those meetings that the Chairperson is unable to attend.
- If a Deputy Chair vacancy occurs during the mid-term, the Chairperson will be notified and actions will be taken for the membership to elect a new Deputy Chair at the next regular IAB meeting.
 - The IAB Chair will direct the program office to notify the membership announcing the vacancy and that nomination will be open at the beginning of the next meeting and held open for the morning session. A vote will be held at the conclusion of the morning session and a new Deputy Chairperson will be elected for the balance of the term.
 - If the vacancy occurs during a general meeting, nominations will be open from the floor through the end of the meeting. The nominations can include a member or members who are not present but have been contacted and will accept. During the brief out sessions on the last day of the meeting, the Chairperson will close the nominations and hold the election under the same simple majority guidance set out above. A new Deputy Chairperson will be elected for the balance of the term.
- *Federal Agency Coordinating Committee (FACC)* - A coordination committee that provides the interface between the IAB and sponsoring federal government agencies. The FACC consists of the federal officials from contributing agencies and departments. The FACC shall:
 - Coordinate and leverage ongoing federal research, development, testing, and evaluation (RDT&E) efforts to meet, on a non-interference basis, the responder requirements as identified and prioritized by the IAB as authorized by federal law, subject to approval of the applicable federal agency.
 - Solicit and coordinate mission support for the IAB, which includes activities such as organizational staff support, contributory funding, project sponsors, meetings, technical support, the IAB work management process, and resulting products.
 - Meet with the IAB Chairperson and/or Deputy Chairpersons on a regular basis to review SubGroup recommendations and actions.
 - Meet to coordinate federal requirements for action by the IAB.
 - Attend general membership meetings.
 - Review and approve the annual operating budget for the IAB, and maintain a support staff to facilitate the operation of the IAB.
- *SubGroups* -
 - *SubGroups* – The IAB has seven SubGroups as listed below. The SubGroups are composed of subject matter experts who address domestic preparedness equipment, systems and protection issues related to a specific commodity area. The role of each SubGroup is to maintain and

update its portion of the SEL and to address the ways and means by which technology can support all-hazards response concerns. Additionally, the SubGroups take the lead for developing the functional requirements for equipment, identify interoperability and compatibility issues, and develop priorities for standards development within their respective commodity areas. The SubGroups identify existing standards that may be incorporated into the Equipment Standards Suite without change, identify standards that may be incorporated into the suite after modification, and recommend areas for development of standards where none currently exist. The SubGroups are:

- Best Practices SubGroup
 - Equipment SubGroup
 - Health, Medical and Responder Safety SubGroup
 - Information Management and Communications SubGroup
 - Science and Technology SubGroup
 - Standards Coordination SubGroup
 - Training and Exercises SubGroup
- *Co-Chairs* - Each SubGroup elects two Co-Chairs, one who is a member of the IAB from a local or state agency and a second who is a federal employee. The Co-Chairs shall be elected for two-year terms with the elections for the local/state Co-Chair and the federal Co-Chair being conducted on alternating years. The first local and state Co-Chair will have a term of one year to achieve this alternating cycle. Co-Chairs may be re-elected when their term has ended; there are no “term limits” for the Co-Chairs. The duties of SubGroup Co-Chairs are as follows:
- Direct the efforts to accomplish the scope of IAB activities as identified in this charter.
 - Provide liaison with the IAB Chairperson and/or Deputy Chairs.
 - Complete and provide to the chair, via the support staff, all administrative reports as required by the chair.
 - Provide membership recommendations. It is the responsibility of the Co-Chairs to review membership participation annually and to ensure SubGroup membership represents the interest across the entire responder community.
 - Assign a SubGroup member representative to liaison with other SubGroups and committees as needed or directed by the IAB Chairperson and/or Deputy Chairs.
- *Membership* -
- Voting members of the IAB will be comprised of elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities.
 - Members will participate in the SubGroups and lend their expertise and support to the IAB Mission.

- SubGroup membership numbers will vary across groups but each SubGroup should strive to limit their size to approximately 20 voting members.
- SubGroup membership may be augmented by Co-Chairs, with approval by the Chair or Deputy Chairs, with additional subject matter experts, as non-voting members, or with members of other SubGroups in a non-voting status.
- Nomination for membership can be made by any IAB member to the SubGroup Co-Chairs.
- Members are appointed by a majority vote of the SubGroup, including the two SubGroup Co-Chairs.
- Individuals may serve as voting members in only one SubGroup; however they may participate in a non-voting status in other SubGroups.

Execution. The IAB shall conduct its mission in accordance with the IAB work management plan during three formal board meetings annually and SubGroup/Committee sessions and working groups as needed.

- Meeting agendas will be set by the IAB Chairperson and Deputy Chairs.
- Agenda work items shall include, but not be limited to:
 - Publish an Annual Report of work.
 - SEL data development and publication.
 - Prioritization of equipment, standards, and training requirements.
 - Evaluation of existing standards that link to AEL/SEL items.
 - Establish the priority needs of the responder community regarding equipment, standards, interoperability and compatibility, and training issues and gaps.