



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

## **IAB CHARTER**

*The IAB is a user-working group supported by voluntary participation from various local, state, federal government, and private organizations.*

1. **Mission.** The InterAgency Board (IAB) for Equipment Standardization and InterOperability is designed to establish and coordinate local, state, and federal standardization, interoperability, and responder safety to prepare for, train and respond to, mitigate, and recover from any incident by identifying requirements for Chemical, Biological, Radiological, Nuclear or Explosives (CBRNE) incident response.
2. **Scope.** The IAB supports the local, state, and federal responders' efforts in Homeland Security by:
  - Providing an independent operational viewpoint to federal agencies.
  - Serving in an advisory capacity to all federal agencies.
  - Facilitating integration among local, state, and federal response communities to promote proper selection and use of the best available equipment and procedures to optimize safety, interoperability, and efficiency.
  - Developing, maintaining, and updating a Standardized Equipment List (SEL) that provides the responder a reference to the type of equipment required to prepare for, train and respond to, mitigate, and recover from a CBRNE incident.
  - Advocating for, assisting in, and promoting the development and implementation of performance criteria, standards, requirements and test protocols for SEL-listed CBRNE incident response equipment.
  - Encouraging the coordination of local and state response communities with established military and federal acquisition programs for procurement of SEL-listed CBRNE incident response equipment.
  - Sharing knowledge, expertise, and technology regarding the detection, identification, warning, protection, decontamination, response management, and medical management of CBRNE incidents among local, state, and federal response communities.
  - Providing a structured forum for the exchange of ideas among operational, technical, and support agencies for national preparedness to promote interoperability among local, state, and federal response communities.
  - Identifying and prioritizing CBRNE incident response equipment requirements.

- Encouraging manufacturers and governmental, military, and private agencies to sponsor priority research and development projects to satisfy local, state, and federal CBRNE 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.

### **3. Organizational Structure and Responsibilities.**

- *IAB Chairman* - The IAB Chairman 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 Chairman is elected to a two-year term starting the first meeting of odd years.
- The Chairman administers, organizes, and facilitates the actions of the IAB.
  - The Chairman provides recommendations to the Federal Agency Coordinating Committee (FACC) and direction to the SubGroup chairs.
- *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 the responder requirements as identified and prioritized by the IAB.
  - 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 business cycle, and resulting products.
  - Meet with the IAB Chairman 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/Committees* -
  - *SubGroups* – The IAB has five SubGroups:
    - Personal Protective and Operational Equipment (PP&OE)
    - Detection and Decontamination (D&D)
    - InterOperable Communications and Information Systems (ICIS)
    - Medical

- Training
  - *Committees* - The IAB has two additional committees:
    - Standards Coordination Committee (SCC)
      - Consisting of SubGroup co-chairs and subject matter experts.
    - Science and Technology (S&T)
      - Consisting of SubGroup member representatives and subject matter experts.
  - *Co-Chairs* - Each SubGroup/Committee elects two Co-Chairs, one from the local and state ranks and a second from federal ranks. 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/Committee 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 Chairman.
    - Complete and provide to the chair, via the support staff, all administrative reports as required by the chair.
    - Serve as a member on the SCC.
    - 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 Chair.
  - *Membership* -
    - Participate in the SubGroups/Committees and lend their expertise and support to the IAB Mission.
    - SubGroup/Committee membership will be limited to 20 voting members.
    - SubGroup membership may be augmented with additional subject matter experts, as non-voting members, for specific projects, or with members of other SubGroups in a non-voting status.
    - Nomination for membership can be made by any IAB member to the SubGroup/Committee Co-Chairs.
    - Members are appointed by a majority vote of the two SubGroup/Committee Co-Chairs and the IAB Chairman.
    - Individuals may serve as voting members in only one SubGroup; however they may participate in a non-voting status in other SubGroups.

4. **Execution.** The IAB shall conduct its mission during three formal board meetings annually and SubGroup/Committee sessions and working groups as needed.
- Meeting agendas will be set by the IAB Chair.
  - Agenda work items shall include, but not be limited to:
    - Publish an Annual Report of work.
    - Standardized Equipment List (SEL) data development and publication.
    - Prioritization of equipment, standards, and training requirements.
    - Evaluation of existing standards that link to SEL items.
    - Provide to the FACC priority needs of the responder community regarding equipment, standards and training.