

Critical Manufacturing Sector Coordinating Council

CHARTER

Official Designation

The official designation of the Council is the “Critical Manufacturing (CM) Sector Coordinating Council (SCC),” and herein after referred to as the “SCC.”

Mission and Purpose

The mission and purpose of the SCC is to provide effective coordination of CM security and resilience strategies and activities, policy, and communication across the Sector, and between the government and the Sector to support the Nation’s homeland security mission. It acts as the counterpart and partner to the government-led CM Government Coordinating Council (GCC) to plan, implement, and execute sufficient and necessary Sector-wide security and resilience programs for the Nation’s CM facilities and other infrastructure assets within the CM Sector.

- Work with the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to develop a Sector-Specific Plan (SSP) for the CM Sector per the guidelines in the National Infrastructure Protection Plan (NIPP).
- Work with state, local, and Federal Government agencies to properly integrate emergency preparedness activities and security responses for all hazard events at member facilities.
- Develop and implement an information-sharing process among members for communicating threats to, or incidents at member facilities, including unsuccessful attacks.
- Develop sector-specific protective measures to be implemented in accordance with the National Threat Advisory System (NTAS). The Council should attempt to tailor protective measures based on geographical, regional, and specific facility intelligence.
- Work with DHS/CISA, and other Critical Infrastructure (CI) Sectors within the Critical Infrastructure Partnership Advisory Council (CIPAC), to evaluate interdependencies between CI Sectors.
- Assess best practices of other sector councils and incorporate them, as appropriate, into a CM Sector best practices inventory to be shared among members.
- Develop organizational resiliency guidance, tools, and resources to assist members and the Nation as a whole.
- Identify the Federal, state, or local resources that may be available to assist the CM Sector members in achieving the maximum level of security enhancements that can be expected from a private entity.

Membership

Members will be representatives of private sector manufacturing companies of any size, which operate U.S. critical infrastructure referenced in Federal Register, Volume 73, Number 84, as primary metal manufacturing; machinery manufacturing; electrical equipment, appliance, component manufacturing; and transportation equipment manufacturing; and/or provide key resources, or that are considered iconic representatives of the U.S. economy, including upstream suppliers.

Specifically, the Council will be comprised of the Chief Security Officer (or equivalent) or a designated representative of the member companies, consistent with the scope of this Charter. Designated representatives of member companies serve in roles that influences their organization’s cybersecurity, physical security, supply chain security, or business continuity.

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Any stakeholder with an interest in the CM Sector may apply for Associate Member status. An Associate Member cannot serve on the Executive Committee or vote on Council matters. Associate Members must meet all requirements of a regular member and can serve on a task force and/or working group. Any commercial promotion or solicitation is expressly prohibited, and any such activity will result in the immediate revocation of Associate Member status by the Executive Committee.

Council members and DHS/CISA may submit membership nominations to the Council Chair. The appointment of new members shall be determined by a simple majority vote of the Council's Executive Committee.

The Council shall function as a consensus-driven body representing the collective interests of the owners and operators of critical U.S. manufacturing infrastructure.

Members shall be expected to participate with a degree of frequency such that the organization continues to grow and prosper. The following sets forth minimum levels of participation for member companies.

- 50% participation in council meetings, either in person or by teleconference.
- Participate on at least one working group or sub-committee.

Governance Structure

Each Council member shall appoint a representative and an alternate from their organization to attend meetings and make decisions when the member representative is not available. The Council may also include ex officio members, as necessary, to meet the objectives of the Council.

The Council shall establish an Executive Committee consisting of a body of ten (10) individuals. The ten (10) members of the Executive Committee body will consist of: three (3) Officers; six (6) At-Large Members; and one (1) Immediate Past Chair.

The following three (3) Executive Committee Officers shall be chosen from and elected by a simple majority vote of the Council's membership and shall serve a term of two years, commencing on July 1st of the year following appointment:

- Chair
- Vice Chair
- Secretary

Upon the completion of the Chair's term, or should the Chair be unable to fill his or her term, the Vice Chair shall assume the position of Chair.

The Chair will then serve as a Member of the Executive Committee for two years as Immediate Past Chair.

Additionally, the Council shall appoint six (6) At-Large Members upon receiving simple majority

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consent. These At-Large Members shall serve a two-year term, commencing on July 1st of the year following appointment.

Should a member of the Executive Committee be unable to fulfill his or her term, the Chair shall appoint a replacement member, with the simple majority consent of the Council.

The Council may also appoint a First Alternate to serve on the Executive Committee, as needed.

Members of the Executive Committee shall serve no more than three consecutive terms; however, they are not prohibited from serving multiple terms over the course of their membership with the Council.

The Executive Committee shall meet bi-monthly, either in person or by teleconference. A quorum of at least half of the Executive Committee membership (5/10) must be present, either in person or via phone, in order to conduct formal Executive Committee business.

Executive Committee decisions will require a simple majority vote of the Committee's membership.

The Executive Committee shall have the following duties:

- Provide policy direction for the operation of the Council.
- Respond to urgent matters by initiating conference calls or meetings.
- Coordinate Council activities with DHS/CISA, other sectors within the CIPAC, and other entities.
- Prepare meeting agendas and minutes.
- Establish and subsequently dissolve issue-specific working groups, as necessary. Such working groups shall be composed of Council members and led by a Working Group Chair who has been identified by the working group members.

The Executive Committee must approve participation in any cross-sector working group by a member company acting on behalf of or representing the Sector.

Council Meeting Schedule, Quorum Guidelines, and Amendment to the Business Rules

The Council shall meet bi-monthly in person or by teleconference to consider policy issues, reports from working groups, or pressing security issues. At least one meeting per year will be a Joint CIPAC Meeting held in collaboration with the Sector's GCC.

A quorum of at least half of the Council membership (5/10) must be present, either in person or by teleconference, in order to formally consider Council business. Proxy voting may be accepted by prior written submission to the Chair, but proxy participation will not be considered for quorum purposes.

The Council may at any time amend the rules of this Charter, either in person, by teleconference, or electronically, by a simple majority of the Council membership. The aforementioned quorum

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rule will apply. Proxy voting may be accepted by prior written submission to the Chair, but proxy participation will not be considered for quorum purposes.

Key Functions

The Council shall maintain a "Critical Issues List" describing the most pressing security concerns related to the protection of CM industry and operations. Members may bring relevant issues for discussion to the Council meetings and may request that issues be added to the list.

Task forces or working groups may be established to deal with specific security issues requiring research, development, project planning, or other needs of the Council. Joint working groups within CIPAC shall be utilized whenever possible. Status reports and final work products will be presented to the Council for approval and/or further action.

The Council may initiate outreach and communication efforts, designed to highlight the robust nature of security and emergency preparedness posture at member facilities within the scope of this Charter, and to educate industry, government, and the public on particular security and preparedness issues.

Background

The private sector owns and operates approximately 85 percent of America's critical infrastructure. As operators of critical infrastructure, producers of key resources and representatives of the U.S. economy, the CM Sector is a potential target for attack by our country's enemies. Recognizing the 21st Century threats that accompany these facts, the members of the Council embrace their responsibility to partner with government, and they are fully committed to providing the necessary security and emergency preparedness capabilities at their facilities.

In order to effectively utilize industry and government resources devoted to security, the Council has been established to develop better integration between America's CM Sector and the U.S. Government, including DHS/CISA and other Federal agencies and sector councils as outlined in HSPD-21. In this way, resources can be effectively targeted to enhance the overall security posture of the Nation's critical infrastructure and protection of key resources.

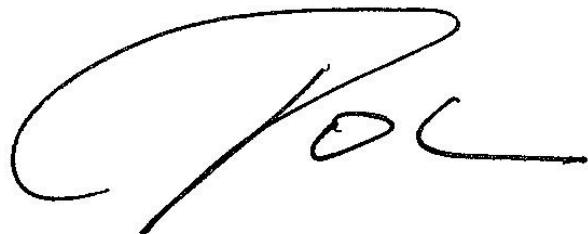
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Approval

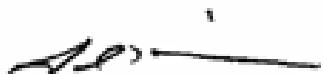
The Critical Manufacturing Sector Coordinating Council approves this revised charter. Originally approved on March 7, 2008 and revised on August 31, 2011; January 8, 2013; May 15, 2017; June 29, 2018; and May 01, 2020.



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