

## **Food and Agriculture Sector Coordinating Council Charter**

### **Article I – Official Designation**

This organization shall be known as the Food and Agriculture Sector Coordinating Council, hereinafter referred to as “Council.”

### **Article II – Mission and Purpose**

The Council serves as the primary private sector policy coordination and planning entity to collaborate with the U.S. Food and Drug Administration (FDA), the U.S. Department of Agriculture (USDA), the U.S. Department of Homeland Security, the Food and Agriculture Government Coordinating Council (GCC) and other government entities to address the entire range of critical infrastructure security and resilience activities and sector-specific issues.

The Council serves as a voice for the sector and represents a principal entry point to collaborate with government for critical infrastructure security and resilience activities. Wherever possible, the Council will participate in efforts to establish voluntary practices to ensure that sector perspectives are included in relevant Presidential Policy Directives, National Infrastructure Protection Plans (NIPP), Sector Specific Plans (SSPs) and other policy documents related to Critical Infrastructure Security and Resilience.

### **Article III – Objectives and Scope of Activity**

The Council is self-organized, self-run, and self-governed. Its objective is to establish and maintain a representational membership and mechanism enabling owners and operators, their trade associations, vendors, and others to interact on a wide range of sector-specific strategies, policies, activities and issues related to critical infrastructure security and resilience.

The scope of activity of the Council includes:

- Serve as a strategic communication and coordination mechanism between owners, operators and suppliers, and, as appropriate, with the government during emerging threats or response-and-recovery operations, as determined by the sector;
- Collaborate with Federal, State, Local, Tribal and Territorial (SLTT) government partners to promote continuous improvement of security and resilience efforts within the sector as national and sector goals and priorities are identified and addressed;
- Collaborate with Federal and SLTT government partners during the planning, review and/or implementation of efforts related to national-level policies, such as the NIPP and SSPs;
- Coordinate with the GCC to produce and share information to contribute to situational awareness and identify, implement, and support appropriate information-sharing capabilities and mechanisms, as appropriate;
- Identify, develop and share information within and across the sectors, including both public and private sector members, concerning effective physical and cybersecurity risk detection, best practices and innovative mitigation methods;
- Coordinate with the GCC to set joint priorities, identify risks, adopt and implement the Cybersecurity Framework and report on progress made toward their implementation; and

- Collaborate with the GCC to further develop processes for prioritizing and characterizing risk and incident management requirements within the sector.

## **Article IV – Membership and Member Representatives**

### ***Membership***

With the principle of diverse representation of the sector in mind, SCC members are organizational and defined as follows:

- *Members shall be bona fide food and agriculture entities, including, but not limited to, trade associations and companies involved in the diverse food and agricultural system.*
- *All members are equal, belong to the FA-SCC at will and volunteer their time and talent to benefit the sector.*
- *Council rosters shall be maintained by provided secretariat support.*

### ***Member Representatives***

Each organization that is a Council Member determines its [one or more] primary representatives or points of contact (POCs) to represent the Member at SCC activities. The Member's representative (s) will be added to the Council's membership rosters and communication lists under the following procedures:

Upon notification to the Council Co-Chairpersons, the Chairperson(s) shall request that the Secretariat add such representatives to the Council roster. Such roster shall constitute the Council communication list. Representatives shall remain on the roster until they request to be removed or are no longer affiliated with a *bona fide* food or agriculture entity.

## **Article V – Governance**

### ***Governance***

The Council shall function as a consensus-driven body representing the collective interests of the owners and operators of the sector's infrastructure.

To facilitate Council activities, interactions and communications, the Council shall have a Chairperson and a Vice Chairperson.

Generally, it is not envisioned that the Council shall engage in voting. In the unusual circumstance that a vote is required, the vote shall be governed as indicated below:

A quorum of at least [half] of the Council membership must be present, either in person or by teleconference, to formally consider Council business. Proxy voting may be accepted by prior written submission to the Chairperson and Vice Chairperson, but proxy participation will not be considered for quorum purposes.

It is the responsibility of the Chairperson and Vice Chairperson to ensure that secretariat support and management of Council records is provided to the Council.

## **Article VI – Meetings**

The Council Chairperson and Vice Chairperson shall meet monthly, either in person or by teleconference with the GCC leadership.

The Council shall meet as a body in person or by teleconference at least twice per year to consider policy issues, reports from government agencies and security issues pertaining to its Mission and Purpose.

The Council functions as a consensus-driven body representing the collective interests of the owners and operators of the sector.

## **Article VII – Communications**

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, preparedness and resiliency issues.

The Council relies on the Homeland Security Information Network (HSIN) as the principal operational tool to communicate threat information to the sector. The Council may develop or choose to rely on additional or alternative communications mechanisms as may be necessary.

## **Article VIII – CIPAC Membership and Representation**

### ***Council Participation in CIPAC***

As explained in the current CIPAC Charter, the Secretary of Homeland Security established the Critical Infrastructure Partnership Advisory Council (CIPAC) in March 2006, and exempted the CIPAC from the Federal Advisory Committee Act (FACA).

CIPAC facilitates interaction between government officials and representatives of the community of owners and/or operators for each critical infrastructure sector defined by PPD-21 and identified in the NIPP. When participating in CIPAC activities, the Council will comply with all requirements defined in the CIPAC Charter and guidance issued by the CIPAC DFO within the CIPAC Executive Secretariat.

### ***CIPAC Member and CIPAC Member Representative***

CIPAC membership is defined in the CIPAC Charter. SCC member organizations shall automatically be a CIPAC Member upon notification from the Council Chairperson or Vice Chairperson to the CIPAC DFO via [CIPAC@hq.dhs.gov](mailto:CIPAC@hq.dhs.gov).

A CIPAC Member may have more than one CIPAC Member Representative. The Member Representative's name and contact information shall be added to the CIPAC Attendee Roster upon notification to the CIPAC DFO by the Council Chairperson via [CIPAC@hq.dhs.gov](mailto:CIPAC@hq.dhs.gov).

***Federally Registered Lobbyists***

Member representatives that are federally registered lobbyists may participate in CIPAC activities when in compliance with the current CIPAC Charter.

**Article IX – Amendments**

The Council may at any time amend this Charter by consensus of its membership. The subsequently amended Charter shall be forwarded in a timely manner to the CIPAC DFO for posting on the public CIPAC Website.

**Article X – Duration**

This Charter shall be in effect for five years from the date of signing, and may be extended upon approval of the Council. If amended, the Charter shall be in effect from five years after the amendment is approved.

**Article XI – Approval**

The Council approved this Charter on November 18, 2017 according to Council procedures, as attested to by the following signature authorities:

Clay Detlefsen, Chairman /CD/  
Randy Gordon, Vice Chairman /RG/