

NEXT STEP ACTION PLANS

DECEMBER 14, 2011

BASED ON IMMEDIATE NEXT STEPS IDENTIFIED IN THE 2012-2015 STRATEGIC PLAN

At the December 14 GCC Quarterly Meeting, members selected four of the Immediate Next Steps in the FASGCC 2012–2015 Strategic Plan and broke into groups to define the next steps and requirements for each task. The Action Plans within are designed to provide guidance from the larger GCC and help task leads and supporting organizations jumpstart action.

JANUARY 31, 2012 DRAFT

STRATEGIC GOAL 1 – NURTURE PRODUCTIVE PARTNERSHIPS

PRIORITY ACTIVITY 1 – PARTNER WITH INTERDEPENDENT SECTORS TO IMPROVE UNDERSTANDING AND WORK COLLECTIVELY TOWARD COMMON GOALS

TASK: HOST AN INTERDEPENDENCY SUMMIT WITH OTHER CRITICAL SECTORS

Lead and Support: DHS; Additional volunteers with cross-sector interests

Involved/Invited:

- State, Local, Tribal, and Territorial Government Coordinating Council
- Water, Healthcare and Public Health, Chemical, Transportation, Energy, and Commercial Facilities Sectors
 - Sector-Specific Agency and Government Coordinating Council representatives
 - Sector Coordinating Council representatives
- Food and Agriculture Sector, both animal and plant health interests
- Department of Homeland Security
- FBI
- Department of Defense

Three Steps/Questions to Tackle Post-Meeting:

1. Use senior leadership within GCCs to engage the sectors in planning the interdependency summit; invite participants through the DHS Partnership and Outreach Division (POD).
2. With limited resources, should the summit be held through a webinar or video teleconference? Video teleconferencing capabilities in fusion centers could be leveraged.
3. Potentially design the summit as a tabletop exercise to promote full participation—not observation—from all participants.

Time to Complete: 6 months – 1 year

Task Requirements:

1. Develop a concrete goal for what the interdependency summit is expected to accomplish.
2. Leave with take-home, actionable activities to foster continued engagement and participation.
3. Engage the Department of Defense (DoD) to interface between military bases/installations and civilian areas in the summit/exercise. Make sure DoD is a participant, not just an observer.
4. Each agency/attendee is responsible for briefing others on their capabilities, roles and responsibilities, and lanes of operation.
5. Identify 10 video teleconference sites and perform test runs to identify access hurdles (such as firewalls). This offers the added benefit of testing and leveraging existing but unused video teleconferencing capabilities.
6. Start small the first year and build on success and lessons learned.

TASK: ESTABLISH A MEMBERSHIP SUPPORT WORKING GROUP

Lead and Support: Information Sharing Working Group; contract support

Involved/Invited:

- All current and future FASGCC participants
 - Representatives from all levels of government
- Information Sharing Working Group representatives

Three Steps to Tackle Post-Meeting:

1. Create a one-pager on what the FASGCC is and what it hopes to accomplish.
2. Support a redesign of the information sharing portal and promote its use.
 - a. Share widely how to access it.
 - b. Coordinate population of the web portal with information from across various existing websites.
3. Create a diagram/flowchart to demonstrate how members connect and coordinate.

Task Requirements:

1. Identify ways in which FASGCC representatives can promote participation within their organizations, such as distributing newsletters and meeting agendas.
2. Use the diagram/flowchart to better communicate the connections the FASGCC offers.
3. Compile FASGCC resource materials in one place to encourage access and promote sharing.
 - a. Include progress reports, meeting agendas and minutes, newsletters, online tools and how to access them, etc.
4. Standardize formatting among resource documents and use the FAS logo more widely to ensure documents appear linked.
5. Communicate to current members where FASGCC information resources can be accessed to promote their use.

Time to Complete: Working Group established by end of Q1 2012

TASK: CONTINUE CREATING THE FASGCC RISK REDUCTION TOOLKIT

Lead and Support: Criticality Working Group; Florida Department of Agriculture and Consumer Services, FDA Food Defense Oversight Team

Involved/Invited:

- SLTT and Federal representatives from FAS sector and interdependent sectors
- Private sector partners

Three Steps to Tackle Post-Meeting:

1. Finalize the draft spreadsheet that lists what resources/tools are currently available or in development.
2. Work with the Sector Coordinating Council to solicit their input on specific industry needs.
3. Develop webinars and workshops to help train stakeholders on specific tools that address industry needs.

Time to Complete: Entire process complete within 2 years

Task Requirements:

1. Ensure the draft spreadsheet of tools and resources includes the resource list from Appendix 4 of the *Sector-Specific Plan*.
2. Work with Protective Security Advisors to fully understand the availability of PSA tools and ensure they are captured.
3. Expand the list of tools to fully explain: what each tool does, who can use it, and how it is used.
4. Identify gaps in available tools based on industry needs once the list is complete.
5. Develop targeted training on select tools to promote wider use with three audiences:
 - a. Sector-Specific Agency representatives at the national and State levels: Bring together identified representatives and ensure they are up to speed and can effectively champion tools such as ACAMs, PCII, etc.
 - b. PSAs: Make FAS-specific tools clear to them and encourage them to widen access to their toolsets.
 - c. Industry stakeholders: Create the demand by working through the SCC.
6. Consider identifying a contact in each state that can promote FAS-specific tools and be a resource for questions; start a monthly conference call with these contacts to share progress.

STRATEGIC GOAL 4 – LEAD, PLAN, AND COORDINATE ON FOOD AND AGRICULTURE SECTOR RESILIENCE

PRIORITY ACTIVITY 8 – FORMALIZE A PROCESS TO TRACK PROGRESS AND REPORT ACCOMPLISHMENTS

TASK: IDENTIFY GCC ACHIEVEMENTS AND DEVELOP A TEMPLATE FOR COMMUNICATION

Lead and Support: Metrics Working Group

Involved/Invited: All GCC members

Three Steps to Tackle Post-Meeting:

1. E-mail GCC members to solicit achievements and successes, provide some guidance and examples, and adapt/modify the template for the *Sector Annual Report*.
2. At next GCC conference call, review inputs and discuss how to make contributions more routine.
3. Metrics Working Group meets to organize successes into categories.

Time to Complete: End of Q1 2012

Task Requirements:

1. Achievements need to be more granular than what is currently in the *Sector Annual Report*. They must:
 - a. Progress over time.
 - b. Tie to a story, case study, or impact.
2. Develop a webpage in FoodSHIELD that GCC members can self-populate to facilitate personal reporting.
3. Discuss achievements/successes on every other conference call or at least quarterly.
4. Use information to populate the *Sector Annual Report*. This eliminates the need for a separate data call.
5. Consider a webinar to kick it off.

