

Voluntary Information-Sharing System Working Group Meeting



November 30, 2017
Hilton Arlington, Arlington, VA

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Chair



Roll Call Call Meeting to Order



Opening Remarks



Day 1 Recap and Agenda Review



Day 2 - Agenda Overview

8:30 am – 5:00 pm (ET)

- Roll call and call to order
- Day 1 Recap and Agenda Review
- Committee Business: Strategic Mission Breakout Group
 - Instructions
 - Discussions
 - Report outs
- Lunch on your own (noon ET) - 1 hour (on your own)
- Strategic Mission Statement Development/Deliberations
- Subcommittee planning discussion
- Future meeting planning for 2018
- Action Item Recap and Closing Remarks



Committee Business



Strategic Mission Breakout Group Instructions

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Breakout Group Instructions

- Breakout into three diverse groups for **1.5 hr.**
- The purpose of the breakout group discussion is to:
 - Develop a preliminary strategic mission statement for the full committee's consideration.
 - Discuss and develop strategic mission statements for the full committee's input and refinement.
- No deliberations or voting will take place in breakout group discussion.
- PHMSA staff will facilitate, scribe, and provide legal support.
- Each group will:
 - Select a Lead to report out
 - Discuss a common set of **Breakout Group Questions**
 - Brainstorm and identify a preliminary strategic mission statement
 - Document outcomes on a **Report Out Template**
 - Report out key takeaways (30 minutes)



Voluntary Information-Sharing System Working Group
(Statement Mission Statement) Breakout Group Report Out
Group: Number Facilitator: Name
Report Out Lead: Name

Date: November 30, 2017

Breakout Group Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Purpose: The purpose of the breakout group discussion is to develop a preliminary strategic mission statement for the full committee's consideration. Breakout group brainstorming discussions will allow the committee an opportunity to discuss and develop a preliminary strategic mission statement for the full committee's input and refinement.

Break Out Group Question and Responses/Takeaways:

- 1.
- 2.
- 3.
- 4.
- 5.

Assumptions:

Preliminary Strategic Mission Statement:

Notes:



Breakout Group #1

Room: Gallery Ballroom

No	Break Out Group 1 Facilitator: Christie Murray	Stakeholder Group Scribe: Sherry Borener	Planning Committee
1	Diane Burman	Regulator - State	X
2	Mark Hereth	Industry	X
3	Bryce Brown	Industry - Inspection Technology Vendor	
4	Walter Jones	Labor Representative	
5	Dr. Simona Perry	Safety Advocacy Group	
6	Robert Buchanan	Industry – Coating/Cathodic Protection Vendor	
7	Randy Parker	Industry - Operator	
8	Mike LaMont	Industry - Pipeline Inspection Organization	



Breakout Group #2

Room: Ballston Room

No	Breakout Group 2 Facilitator: Chris McLaren	Stakeholder Group Scribe: Nancy Scibek	Planning Committee
1	Alan Mayberry	Regulator - Federal	X
2	Dan Cote	Industry - Operator	X
3	Michael Bellamy	Industry - Inspection Technology Vendor	
4	Dr. Yiming Deng	Research Institution	
5	Eric Sherman	Labor Representative	
6	Michelle Thebert	Regulator - State Pipeline Safety Inspector	
7	Holly Pearen	Other Entity (Environmental)	
8	Mark Zunga	Industry - Inspection Technology Vendor	



Breakout Group #3

Room: Masters Ballroom

No	Breakout Group 3 Facilitator: Nancy White	Stakeholder Group Scribe: Max Keiba	Planning Committee
1	Kate Blystone	Safety Advocacy Group	X
2	Eric Amundsen	Industry - Operator	X
3	Joe Subsits	Regulator - State Pipeline Safety Inspector	
4	Leif Jensen	Industry - Operator	
5	Jason Cradit	Industry - Inspection Technology Vendor	
6	John MacNeill	Labor Representative	
7	Michael Keller	Research Institution	
8	Alicia Farag	Industry - Inspection Technology Vendor	
9	Christopher Warner	Industry – Coating/Cathodic Protection Vendor	



Breakout Instructions

- The FACA meeting is being adjourned so that smaller groups of members can do preparatory work, the small group discussions will be open to the public, and that the full committee will reconvene later to deliberate/vote on the issues raised by the small groups. Because these discussions would be outside of FACA, there would be no legal requirement to record the breakout sessions on the verbatim transcript (though if it is possible, doing so would be advisable).
- Public participation:
 - Invited to participate in any breakout group or float between them.
 - Observation mode only and should allow committee discussions.
 - Allowed an opportunity to comment during the report out.



Committee Business



Strategic Mission Breakout Group Discussions

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Committee Business



Strategic Mission Breakout Group Report Outs

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Committee Business



Strategic Mission Breakout Group Deliberations

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Committee Business



Subcommittee Planning

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Subcommittee Formation

- PHMSA has the authority to create subcommittees and determine how subcommittee members are selected and what interests those subcommittee members represent.
- Subcommittees must report back to the parent committee.
- Subcommittees must not provide advice or work products directly to PHMSA or the Secretary.
- Subcommittee reports must be submitted to the parent committee for review and approval.
- Subcommittee membership will consist of no more than 15 voting members per subcommittee.
- External candidates may be recommended to serve on subcommittees by PHMSA or a member of the parent committee:
 - Based on the candidate’s qualifications and subject matter expertise.
 - PHMSA and the parent committee chair must approve the appointment of all external subcommittee candidates.



Subcommittee Formation

Committee Voted Subcommittees (6/30/17)

1. Mission and Objectives
2. Process Sharing
3. Best Practices
4. Reporting

Recommended for PHMSA Approval (Future Establishment)

5. Technology/R&D
6. Training and Qualifications
7. Regulatory, Funding, and Legal



Subcommittees (7) Addressing Mandates

Subcommittee	Primary Section 10 Mandate Requirement(s) Addressed
Mission and Objectives	<ul style="list-style-type: none"> (c)(1) the <u>need for, and the identification of, a system</u> to ensure that dig verification data are shared with in-line inspection operators to the extent consistent with the in a confidential manner to improve pipeline safety and inspection technology <u>need to maintain proprietary and security-sensitive data</u>
Process Sharing	<ul style="list-style-type: none"> (c)(1) the <u>need for, and the identification of, a system</u> to ensure that dig verification data are shared with in-line inspection operators to the extent consistent with the in a confidential manner to improve pipeline safety and inspection technology <u>need to maintain proprietary and security-sensitive data</u> (c)(2) ways to <u>encourage the exchange</u> of pipeline inspection information and the development of advanced pipeline inspection technologies and enhanced risk analysis
Best Practices	<ul style="list-style-type: none"> (c)(5) <u>means and best practices</u> for the protection of safety- and security-sensitive information and proprietary information
Reporting	<ul style="list-style-type: none"> (d) The Secretary shall publish the <u>recommendations</u> provided under subsection (c) on a publicly available Web site of the Department of Transportation.
Technology and R&D	<ul style="list-style-type: none"> (c)(3) opportunities to share data, including dig verification data between operators of pipeline facilities and in-line inspector vendors to expand knowledge of <u>the advantages and disadvantages of the different types of in-line inspection technology and methodologies</u> (c)(4) <u>options to create a secure system</u> that protects proprietary data while encouraging the exchange of pipeline inspection information and the <u>development of advanced pipeline inspection technologies and enhanced risk analysis</u>
Training and Qualifications	<ul style="list-style-type: none"> (c)(3) opportunities to share data, including dig verification data between operators of pipeline facilities and in-line inspector vendors to <u>expand knowledge</u> of the advantages and disadvantages of the different types of in-line inspection technology and methodologies
Regulatory, Funding, and Legal	<ul style="list-style-type: none"> (c)(1) the need for, and the identification of, a system to ensure that dig verification data are shared with in-line inspection operators to the extent consistent with the need to <u>maintain proprietary and security-sensitive data in a confidential</u> manner to improve pipeline safety and inspection technology (c)(4) <u>options to create a secure system</u> that protects proprietary data while encouraging the exchange of pipeline inspection information and the development of advanced pipeline inspection technologies and enhanced risk analysis (c)(6) regulatory, funding, and legal barriers to sharing the information described in paragraphs (1) through (4)



Mission and Objectives (Sample)

	Primary Section 10 Mandate Requirement(s) Addressed
Mission and Objectives	<ul style="list-style-type: none"> (c)(1) the need for, and the identification of, a system to ensure that dig verification data are shared with in-line inspection operators to the extent consistent with the in a confidential manner to improve pipeline safety and inspection technology need to maintain proprietary and security-sensitive data
Task Statement	
Purpose:	To determine the mission and objectives to identify a system that can maintain proprietary and security-sensitive data. Create the framework for the information sharing scope.
Task Description:	<p>Review and consider the following:</p> <ul style="list-style-type: none"> Assess the current state of pipeline safety In-line inspection, dig verification data for information sharing. Identify gaps, issues, and type of information needs with dig verification information sharing. Provide justification to support recommendation on the need for a information sharing system. (Vote) Identify mechanisms and solutions to protect sensitive safety information and ways to encourage of information. Identify stakeholders who need the identified types of information. Identify what voluntary information-sharing system requirements are needed. Recommend the scope for
Deliverables:	<ul style="list-style-type: none"> Subcommittee recommendation(s)/proposal(s) to the parent committee report <ul style="list-style-type: none"> Finalized mission statement and objective statement Scope framework Summary of recommendation(s) to parent committee for approval List of acronyms and common terminology and definitions Assumptions and Constraints
Target Milestones & Dates:	The initial work plan is due to the parent committee no later than 30 days after the subcommittee's kick-off meeting. Initial report recommendations/proposals are due to the parent committee by no later than one year from the subcommittee's kick-off meeting date.



Subcommittee Considerations

- Which parent committee members sit on each subcommittee? Interests?
- Who will chair each subcommittee?
- What are the tasks and deliverables for each subcommittee?



Committee Business



Future Meeting Planning

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Planning for the next meeting

- (4) face-to-face meetings in 2018
- Preparatory meetings
- Subcommittee meetings
- Potential Topics
 - Committee Business:
 - Mission and objectives
 - Scope of VIS work
 - Organizing subcommittees



Action Item Recap



Closing Remarks

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Questions or Comments?

Contact:

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