



**Continuity of Operations Subcommittee  
(COOPSC) Charter**

**Established: 08-2009  
Revised: 05-05-2016**

<b>Mission and Purpose</b>	<p>The mission of the EMI SIG COOPSC is to leverage the experiences, expertise, and insight of members to ensure that services and products are aligned with the mission and goals of the Department of Energy/National Nuclear Security Administration (DOE/NNSA).</p> <p>The purpose of the COOPSC is to provide a forum to ensure appropriate coordination, collaboration, and information sharing and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving continuity of operations issues throughout the DOE/NNSA complex.</p>
<b>Objectives</b>	<p>The COOPSC will:</p> <ul style="list-style-type: none"> <li>• Ensure the viability of Headquarters (HQ) and its Contractors’ continuity capabilities through coordinated planning and exchange of information and management techniques.</li> <li>• Promote standards and best practices through informational and educational activities.</li> <li>• Serve as a DOE/NNSA focal point for COOP issues.</li> <li>• Function as a DOE/NNSA repository for COOP resources.</li> <li>• Collect and synthesize input to define the DOE/NNSA-wide position on COOP issues.</li> <li>• Promote DOE/NNSA-wide best practices for implementing COOP.</li> <li>• Establish and maintain liaison with other EMI SIG and DOE/NNSA committees that have mutual interests. The COOPSC shall advise, as requested, all other DOE/NNSA committees on COOP and promote cooperation among these committees in areas of common interest.</li> <li>• Provide regularly scheduled information-sharing video and/or phone conferencing.</li> </ul>
<b>Membership</b>	<p>The COOPSC is open to all Departmental Elements and its Contractors with interest or responsibility for managing, overseeing, or implementing continuity of operations requirements in DOE/NNSA organizations.</p>
<b>Communications</b>	<p>The COOPSC will provide opportunities for members to communicate through videoconference and/or teleconference, EMI SIG Website, COOPSC SharePoint Site, listserv, social media, and the EMI SIG Annual Meeting.</p>



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<b>Leadership Team</b>	<p>The Subcommittee Leadership Team will consist of:</p> <ul style="list-style-type: none"> <li>• Chair and Co-Chair</li> <li>• DOE Advisor(s)</li> <li>• Steering Committee Advisor</li> <li>• Oak Ridge Institute for Science and Education (ORISE) Coordinator</li> </ul> <p>The Chair and Co-Chair must represent a DOE/NNSA prime contractor. The Chair will serve in his/her position for a term determined by the COOPSC membership. In usual circumstances, the Chair and Co-Chair assume their positions after the Annual Meeting. Elections can be held electronically and at the Annual Meeting.</p> <p>Advisors to the Subcommittee or Working Group come from the DOE Office of Plans and Policy (NA-41) and the EMI SIG Steering Committee.</p> <p>The ORISE Coordinator will provide coordination and support to the Subcommittee Leadership Team, Subcommittee members, and Task Groups. ORISE Coordinators are appointed by the EMI SIG Manager.</p>
<b>Meetings</b>	<p>The COOPSC will normally meet remotely, on a monthly and/or as needed basis and meet once a year at the EMI SIG Annual Meeting. Scheduled conference calls will include a meeting agenda and follow-on meeting highlights.</p>
<b>Task Groups</b>	<p>Task Groups will be established to address specific issues and/or to develop products as identified and approved through the <a href="#">EMI SIG work-flow process</a>. A Task Group Leader is appointed by COOPSC Leadership Team. The Task Group should consist of a cross-section of representatives from the DOE complex. The ORISE Coordinator is a standing member of all Task Groups. Task Groups will meet according to predetermined dates and times as requested by the Task Group Leader and scheduled through the COOPSC ORISE Coordinator.</p>