



# Technology Working Group (TECHWG) Charter

Established: 04-04-2010  
Revised: 02-29-2016

## Mission and Purpose

The mission of the EMI SIG TECHWG 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).

The purpose of the TECHWG 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 system issues throughout the DOE/NNSA complex.

## Objectives

The TECHWG will:

- Ensure the viability of Headquarters (HQ) and its Contractors' TECHWG capabilities through coordinated planning and exchange of information and management techniques.
- Promote standards and best practices through informational and educational activities.
- Discuss, educate, and evaluate emergency management technologies.
- Develop proposals to influence standardization of technology products and take advantage of package discounts.
- Discuss cost sharing and collaboration between organizations to minimize development, testing, and implementation of new products.
- Provide a forum for sites to present, test, and solicit recommendations on new technologies that are in different development stages.
- Provide a forum for new technologies to be vetted through the EMISIG TECHWG, prior to being officially implemented.
- Support the EMI SIG Steering Committee, Subcommittees, and other Working Groups with technology-related questions or issues.
- Function as a DOE/NNSA repository for technology information and resources by maintaining a SharePoint site as a sharing location for working group members.
- Promote DOE/NNSA-wide best practices for implementing technology solutions.
- Provide regularly scheduled information-sharing, phone conferencing, video conferencing when needed, and annual meetings for its members. Promote standards and best practices through informational and educational activities.



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<p><b>Membership</b></p>	<p>The TECHWG is open to all DOE/NNSA employees, supporting contractors and other government agencies with responsibilities for managing, overseeing or implementing systems to support DOE/NNSA complex emergency management programs.</p> <p>Working group members are expected to adhere to the following:</p> <ul style="list-style-type: none"> <li>• Respect other members at all times</li> <li>• Actively participate in discussions and decision-making</li> <li>• Build on ideas of others; create options to satisfy mutual and separate interests</li> <li>• Offer constructive feedback and participate in professional debate</li> <li>• Engage in information sharing and collaboration</li> </ul>
<p><b>Communications</b></p>	<p>The TECHWG will provide opportunities for members to communicate through videoconference and/or teleconference, EMI SIG Website, TECHWG SharePoint Site, listserv, social media, and the EMI SIG Annual Meeting.</p>
<p><b>Leadership Team</b></p>	<p>The Subcommittee or Working Group Leadership Team will consist of:</p> <ul style="list-style-type: none"> <li>• Chair and Co-Chair</li> <li>• DOE Advisor</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 an annual term. 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 Emergency Management and Policy (NA-41) and the EMI SIG Steering Committee.</p> <p>The ORISE Coordinator will provide coordination and support to the Subcommittee or Working Group Leadership Team, Subcommittee/Working Group members, and Task Groups. ORISE Coordinators are appointed by the EMI SIG Manager.</p>
<p><b>Meetings</b></p>	<p>The TECHWG will normally meet remotely, on a quarterly 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>



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### Task Groups

Task Groups will be established to address specific issues and/or to develop products as identified and approved through the [EMI SIG work-flow process](#). A Task Group Leader is appointed by the TECHWG 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 TECHWG ORISE Coordinator.