

# National Drinking Water Advisory Council

## Water Security Working Group

### Project Plan

---

This document outlines the schedule for conference calls and in-person meetings of the full Water Security Working Group (WSWG) and the planned approach for sequencing issues through these meetings.

The WSWG is a working group to the National Drinking Water Advisory Council (NDWAC). The mission of the WSWG is to provide findings and recommendations to the NDWAC that:

- (1) identify, compile, and characterize best security practices and policies for drinking water and wastewater utilities and provide an approach for considering and adopting these practices and policies at a utility level;
- (2) consider mechanisms to provide recognition and incentives that facilitate a broad and receptive response among the water sector to implement these best security practices and policies, and make recommendations as appropriate; and
- (3) consider mechanisms to measure the extent of implementation of these best security practices and policies, identify the impediments to their implementation, and make recommendations as appropriate.

It is anticipated that the WSWG will provide a report containing findings and recommendations on these issues to the NDWAC in May 2005. Over the next 11 months, the WSWG will meet in person five times and will have a number (4–6) of full group conference calls. In addition, the group may decide to commission smaller task teams with in-depth issue analysis and information gathering between full group meetings.

#### **Conference Call 1: July 6, 2004; 3:30–5:30 EST**

##### **Agenda Items**

- Welcome and opening
- WSWG mission, ground rules, and operating procedures
- WSWG scheduling and project plan
- Focus on best security practices
  - Themes from interviews with WSWG members
  - Potential approach to best security practice findings and recommendations (“product outline”)
  - Focusing areas/questions for information gathering and synthesis and path forward for information gathering and synthesis
- Planning for next and future meetings (review project plan)

- Public comment (if any)
- Wrap up and next steps

### ***Advance Materials***

- Detailed agenda
- Draft WSWG mission, ground rules, and operating procedures
- Draft project plan (this document)

## **Meeting 1: afternoon of August 31–morning of September 2, 2004**

### ***Travel***

August 30 or 31 and September 2 or 3, 2004

### ***Location***

Seattle, WA

### ***Agenda Items***

- Introductions
- Role and purpose of the WSWG and coordination with other ongoing efforts
- Closure on WSWG ground rules and operating procedures
- Closure on WSWG project plan
- Best security practices
  - Technical presentations/overview of best security practices
    - Federal efforts to date at EPA, DHS, CDC, other?
    - Utility operations and vulnerabilities
    - Security strategies and program elements
  - Discuss findings/results of information gathering and synthesis directed by July 6 conference call
  - Discuss annotated bibliography of best security practices and determine how to focus additional information gathering and synthesis on best security practices (if needed), and any additional detailed research or technical expertise needed
  - Frame key areas for best security practices findings and recommendations
  - Discuss closure of future WSWG meetings
- Introduction to incentives and measures
  - Themes from interviews with WSWG members
  - Discuss member needs/interests relative to incentives and measures
  - Determine key areas for additional information gathering and recommendation development for incentives and measures
- Other agenda items as determined by WSWG
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

### ***Advance Materials***

- Detailed agenda
- Final draft WSWG ground rules and operating procedures
- Final draft project plan

- Annotated bibliography on best security practices
- Best security practices reference materials
- Other materials as determined by WSWG

## **Meeting 2: October 27–noon, October 29, 2004**

### ***Travel***

October 26 and afternoon October 29 or Saturday October 30, 2004

### ***Location***

Washington D.C. area

### ***Agenda Items***

- Best security practices
  - Technical expert presentations (if needed) and other detailed information
  - Provide direction/outline for development of first draft of findings and recommendations on best security practices
- Incentives
  - Technical presentations/overview of possible incentives
  - Determine how to focus additional information gathering and synthesis on incentives, and any additional research or technical expertise needed
  - Frame key areas for incentives findings and recommendations
  - Consider incentives task team and if needed identify and charter team
- Measures
  - Technical presentations/overview of possible measures
  - Determine how to focus additional information gathering and synthesis on measures, and any additional research or technical expertise needed
  - Frame key areas for measures findings and recommendations
  - Consider measures task team and if needed identify and charter team
- Discuss outline of WSWG report to NDWAC
- Other agenda items as determined by WSWG
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

### ***Advance Materials***

- Detailed agenda
- Draft outline of WSWG report to NDWAC
- Other materials as determined by WSWG

## **Conference Call 2: focus on best security practices (approximately November 8, 2004)**

### ***Agenda Items***

- Consider draft findings and recommendations on best security practices and provide direction for development of second draft
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

### ***Advance Materials***

- Detailed agenda
- First draft findings and recommendations on best security practices

## **Meeting 3: December 15–17, 2004**

### ***Travel***

December 14 or morning of December 15 and evening of December 17, 2004

### ***Location***

Washington, D.C. area

### ***Agenda Items***

- Best security practices
  - Consider second draft findings and recommendations on best security practices
  - Reach tentative consensus and/or identify areas of difference and process for bridging differences
- Incentives
  - Technical expert presentations (if needed) and other detailed information on incentives
  - Provide direction/outline for development of first draft of findings and recommendations on incentives
- Measures
  - Technical expert presentations (if needed) and other detailed information on measures
  - Provide direction/outline for development of first draft of findings and recommendations on measures
- Closure on outline of WSWG report to NDWAC
- Other agenda items as determined by WSWG
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

### ***Advance Materials***

- Detailed agenda
- Second draft findings and recommendations on best security practices
- Reference materials on incentives
- Reference materials on measures
- Revised draft outline of WSWG report to NDWAC
- Other materials as determined by WSWG

## **Conference Call 3: focus on incentives (approximately December 20, 2004)**

### ***Agenda Items***

- Consider draft findings and recommendations on incentives and provide direction for development of second draft

- Other agenda items as determined by WSWG
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

***Advance Materials***

- Detailed agenda
- First draft findings and recommendations on incentives
- Other materials as determined by WSWG

**Conference Call 4: focus on measures (approximately January 10, 2005)**

***Agenda Items***

- Consider draft findings and recommendations on measures and provide direction for development of second draft
- Other agenda items as determined by WSWG
- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

***Advance Materials***

- Detailed agenda
- First draft findings and recommendations on measures
- Other materials as determined by WSWG

**Meeting 4: January 25–noon, January 27, 2005**

***Travel***

January 24 and afternoon of January 27 or January 28

***Location***

Phoenix, Arizona area

***Agenda Items***

- Best security practices
  - Any necessary review/adjustment of findings and recommendations on best security practices
- Incentives
  - Consider second draft findings and recommendations on incentives
  - Reach tentative consensus and/or identify areas of difference and process for bridging differences
- Measures
  - Consider second draft findings and recommendations on measures
  - Reach tentative consensus and/or identify areas of difference and process for bridging differences
- Discuss other sections (e.g., background, introduction) of WSWG report to NDWAC
- Other agenda items as determined by WSWG

- Public comment (if any)
- Confirm schedule for next conference call and in-person meeting
- Wrap up and next steps

#### ***Advance Materials***

- Detailed agenda
- Final draft findings and recommendations on best security practices
- Second draft findings and recommendations on incentives
- Second draft findings and recommendations on measures
- Draft other sections (e.g., introduction, background) of WSWG report to NDWAC
- Other materials as determined by WSWG

### **Meeting 5: To be scheduled, mid- to late-March 2004**

#### ***Travel***

To be determined

#### ***Location***

Washington D.C. area

#### ***Agenda Items***

- Closure on findings and recommendations on best security practices
- Closure on findings and recommendations on incentives
- Closure on findings and recommendations on measures
- Closure on WSWG report to NDWAC
- Other agenda items as determined by WSWG
- Public comment (if any)
- Wrap up and next steps

#### ***Advance Materials***

- Draft WSWG report to NDWAC
- Other materials as determined by WSWG