

National Drinking Water Advisory Council

Water Security Working Group

In-Person Meeting

Wednesday, October 27, 2004, 12:30 - 6:00 EDT

Thursday, October 28, 2004, 8:00 - 5:30 EDT

Friday, October 29, 2004, 8:00 - 1:30 EDT

Day One: Wednesday, October 27, 2004

Closed to the public

Day One Objectives

- ▶ Gather and share additional information about security program approaches, incentives, and measures.
- ▶ Share tactical-level security experiences and insights in key security program areas.
- ▶ Confirm common understanding of WSWG operating procedures.

Day One Agenda

12:30 Welcome and Agenda Review (15 minutes)

12:45 Update on Water Sector Coordinating Council (15 minutes)

1:00 Update from ASCE on Development of Guidance on Physical Security Tactics (30 minutes)

Irv Pikus from the American Society of Chemical Engineers will update the WSWG on progress developing guidance on physical security tactics. Draft guidance documents were provided to the WSWG at the August/September meeting.

1:30 Security Practices Primer for Utilities (30 minutes)

Briefing for the WSWG on the AWWARF Security Practices Primer for Utilities.

2:00 Review and Ratify Operating Procedures on Security-Sensitive Information and Closed Sessions (30 minutes)

2:30 Tactical-Level Security Experiences (2 hours 15 minutes)

- ▶ Human resources
- ▶ Information technology
- ▶ Physical infrastructure

- ▶ Operational functions (e.g., maintenance activities)
- ▶ Business-sensitive information (e.g., plant blueprints)
- ▶ Coordination of internal and external operations (e.g., relationships with first responders)
- ▶ Measuring/checking progress and adapting to optimize benefits
- ▶ Public reputation/communication

We will take a 15 minutes break during this time.

4:45 Closed Meeting Close Out (30 minutes)

Review discussion and confirm common understanding of which information discussed is considered security sensitive.

5:15 Housekeeping—Other Operating Procedures Elements (30 minutes)

Review the elements of the operating procedures not discussed earlier (e.g., role of staff, reporting to NDWAC, etc.) to confirm common understanding and determine if any adjustments are necessary.

5:45 Agenda for Day 2 (15 minutes)

The WSWG will briefly review the agenda for day two and make any adjustments as necessary.

6:00 Adjourn

Day Two: Thursday, October 28, 2004
Open to the public

Day Two Objectives

- ▶ Discuss and converge around the framework for an active and effective security program so draft recommendations can be developed for Group consideration.
- ▶ Discuss and converge around set of program elements that define and describe active and effective security programs so draft recommendations can be developed for Group consideration.
- ▶ Understand member needs and interests to inform future security-related research, deliberations, and product development.
- ▶ Develop common understanding of WSWG security-related products.
- ▶ Create an approach to development of draft recommendation language.
- ▶ Receive comments from the public.

Day Two Agenda

8:00 Opening and Agenda Review (15 minutes)

8:15 Report from Task Team A and Discussion—Security Program Scope and Principles (1 hour 30 minutes)

- ▶ Objective for security-related recommendations
- ▶ Key considerations in development of recommendations
- ▶ Scope of security program framework
- ▶ Major consequences
- ▶ Security program principles

9:45 Morning Break (15 minutes)

10:00 Example Approach to a Voluntary Security Program Framework—American Chemistry Council, Chlorine Institute, and Electric Utility (2 hours)

Dorothy Kellogg from the American Chemistry Council and Jack Ahurne from the Chlorine Institute will discuss the organizations' efforts to develop best security practices for chemical manufacturers and to encourage broad adoption of these practices in the industry. We are also working to identify someone from an electric utility to brief the WSWG on security enhancements in that sector.

12:00 Opportunity for Closed Session, If Necessary

The WSWG reserves this opportunity to go into closed session, if necessary, to discuss security-sensitive information. If closed session is necessary, the timing of the remaining agenda will be adjusted accordingly.

12:00 Working Lunch—Begin Task Team B Discussion, Security Program Elements (1 hour 15 minutes)

- ▶ Threats to protect against
- ▶ Attributes of an active and effective program
- ▶ Program elements
- ▶ Structure/content/discussion for each program element

Lunch, at the per diem rate of \$12/day, will be provided.

1:15 Task Team B Discussion—Security Program Elements continued (3 hours 30 minutes)

Continue discussion of Task Team B work, with an emphasis on security program elements. We will take a 15 minute break during this time.

4:45 Opportunity for Public Comments (30 minutes)

5:15 Opportunity for Closed Session, If Necessary

The WSWG reserves this opportunity to go into closed session, if necessary, to discuss security-sensitive information. If closed session is necessary, the timing of the remaining agenda will be adjusted accordingly.

5:15 Day 2 Wrap Up and Day 3 Agenda (15 minutes)

5:30 Adjourn

Day Three: October 29, 2004
Open to the public

Day Three Objectives

- ▶ Ratify the path forward (developed during Day Two deliberations) relative to draft recommendations on security.
- ▶ Create a common sense of the products related to incentives and measures and create a high-level outline for future incentives and measures work.
- ▶ Capture principles, key considerations, and member needs and interests to inform future research, deliberations, and product development related to incentives and measures.
- ▶ Confirm future meeting planning and scheduling.
- ▶ Receive comment from the public.

Day Three Agenda

8:00 Opening and Agenda Review (15 minutes)

8:15 Recap Day Two Outcomes Related to Draft Security Recommendations (45 minutes)

9:00 Remarks by Michael Shapiro (30 minutes)

Michael Shapiro, the Deputy Assistant Administrator for Water, will welcome the WSWG to Washington DC, offer brief remarks on EPA's views of the importance of the WSWG effort, and take questions.

9:30 Morning Break (15 minutes)

9:45 Review of Research on Example Approaches to Incentives (30 minutes)

Staff from Ross & Associates will review research on existing approaches to create incentives for broad adoption of voluntary programs. Following the presentation there will be time for questions and answers and WSWG member discussion. The purpose of this discussion is to develop a common understanding of available literature on incentives so that the WSWG can build upon these practices, where appropriate, and to inform future research.

10:15 WSWG Products on Incentives (1 hour 15 minutes)

WSWG members will discuss their approach to developing working group products on incentives and the types of products that the WSWG may produce. We anticipate that this discussion will result in:

- ▶ A high-level outline of key topic areas to address in a WSWG product on incentives.
- ▶ An understanding among WSWG members about the principles, key considerations, and member needs and interests that the group will use to shape its deliberations and products on incentives.

11:30 Working Lunch—Planning for Next and Future Meetings (1 hour 15 minutes)

- ▶ Briefly walk through the revised draft project plan for WSWG activities and adjust as necessary.
- ▶ Briefly explore the elements of the WSWG mission related to measures and consider future information needs and deliberations on measures.
- ▶ Brainstorm on needs for additional information and future speakers/presentations. Please bring your suggestions, particularly concerning incentives and measures.
- ▶ Plan agenda for December WSWG meeting.
- ▶ Confirm schedule for future WSWG meetings and set dates for final meeting (March or April 2005). Please bring your calendar.

Lunch, at the per diem rate of \$12/day, will be provided.

12:45 Opportunity for Public Comment (30 minutes)

1:15 Opportunity for Closed Session, If Necessary

The WSWG reserves this opportunity to go into closed session, if necessary, to discuss security-sensitive information. If closed session is necessary, the timing of the remaining agenda will be adjusted accordingly.

1:15 Meeting Wrap Up and Next Steps (15 minutes)

1:30 Adjourn