

CHARTER

U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration Voluntary Information-Sharing System Working Group

1. Committee's Official Designation: The committee will be known as the Voluntary Information-Sharing System Working Group (the Group).
2. Authority: The Group is established pursuant to section 10 of the Protecting our Infrastructure of Pipelines and Enhancing Safety (PIPES) Act of 2016 (Public Law 114-183), and in accordance with the Federal Advisory Committee Act (FACA), as amended, (5 U.S.C. App. 2).
3. Objectives and Scope of Activities: The Group shall provide the Secretary of Transportation (the Secretary) with independent advice and recommendations on the development of a voluntary information-sharing system designed to encourage collaborative efforts to improve inspection information feedback and sharing. The purpose of this effort is to improve gas transmission and hazardous liquid pipeline facility integrity risk analysis.
4. Description of Duties: In accordance with section 10 of Public Law 114-183, the Group shall consider and provide recommendations to the Secretary on:
 - a. 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 maintain proprietary and security-sensitive data in a confidential manner to improve pipeline safety and inspection technology;
 - b. Ways to encourage the exchange of pipeline inspection information and the development of advanced pipeline inspection technologies and enhanced risk analysis;
 - c. Opportunities to share data, including dig verification data between operators of pipeline facilities and in-line inspector vendors to expand knowledge of the advantages and disadvantages of the different types of in-line inspection technology and methodologies;
 - d. Options to create a secure system that protects proprietary data while encouraging the exchange of pipeline inspection information and the development of advanced pipeline inspection technologies and enhanced risk analysis;
 - e. Means and best practices for the protection of safety and security-sensitive information and proprietary information; and
 - f. Regulatory, funding, and legal barriers to sharing the information described in paragraphs (a) through (d).

The Secretary shall publish the Group's recommendations on a publicly available Department of Transportation website.

5. Agency or Official to Whom the Committee Reports: The Group reports to the Secretary of Transportation.

6. Support: The Pipeline and Hazardous Materials Safety Administration (PHMSA) will provide support as the Group's sponsor.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost is approximately \$150,000, including 0.5 full-time equivalent in staff support.
8. Designated Federal Officer: The Group's Designated Federal Officer (DFO) must be a full-time or permanent part-time employee appointed in accordance with agency procedures. PHMSA's Deputy Associate Administrator for Pipeline Policy and Programs—or that individual's designee—will serve as the DFO. Alternate DFOs may be appointed. The DFO will approve or call all advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. Estimated Number and Frequency of Meetings: The Group will meet on an as needed basis.
10. Duration: Continuing. The Group's purpose, however, will be fulfilled once its recommendations are published online.
11. Termination: This Charter will terminate one year after its effective date unless:
 - a. Renewed in accordance with FACA and other applicable requirements; or
 - b. The Group is terminated earlier because it has fulfilled the purpose for which it was established.
12. Membership and Designation: The Group will consist of no more than 25 members appointed by the Secretary for a term of three years, including representatives from:
 - a. PHMSA;
 - b. Industry stakeholders, including pipeline inspection organizations and operators of pipeline facilities, inspection technology, coating, and cathodic protection vendors;
 - c. Safety advocacy groups;
 - d. Research institutions;
 - e. State public utility commissions or State officials responsible for pipeline safety oversight;
 - f. State pipeline safety inspectors;
 - g. Labor representatives;
 - h. Other entities, as determined appropriate by the Secretary.

All members serve at the pleasure of the Secretary and may be reappointed for additional terms. To the maximum extent practicable, the Secretary will ensure the membership is fairly balanced regarding points of view of the affected interests.

A member chosen for his or her individual views or advice must be appointed as a Special Government Employee (SGE). Other members will serve as Representatives or Regular Government Employees (RGEs).

If a member misses two or more regularly scheduled meetings of the Group each calendar year, without good cause, their membership may be terminated at the discretion of the Secretary. If a membership is terminated in this manner, the vacancy may be filled for the unexpired portion of the term.

13. Subcommittees: PHMSA has the authority to create subcommittees. Subcommittees must report back to the parent committee, and must not provide advice or work products directly to PHMSA or the Secretary.
14. Recordkeeping: Records of the Committee, formally and informally established subcommittees, or other subgroups of the committee will be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. Filing Date: The effective date of this charter is November 2, 2018, and will expire one year from that date on November 2, 2019, unless renewed.