

## Intelligence Working Group Operating Plan

### Mission

The goal of the Intelligence Working Group (IWG) is to continually improve the efficiency, accuracy, relevance, and timeliness of Predictive Services products at all levels of the coordination system. The group is established under the auspices of the National Predictive Services Group (NPSG) to identify and develop products that will aid in the efficient use of resources and ensure the safety of firefighting and emergency personnel.

### Role and Relationships

The IWG provides a forum for the discussion, resolution, and coordination of Intelligence issues among a group of subject matter experts at the national level. Through their representation on the NPSG, this group will strive to reconcile the needs of customers at all levels, incorporating them into a cohesive framework and suite of products.

The group develops and tasks out action items to improve the quality of information being provided nationally. The IWG functions as an advisory group to the NPSG in the area of Intelligence operations, making recommendations and working on action items as necessary or requested. Individual members also have a role in keeping their field users and Geographic Area Center Managers (and through them, the Geographic Area Coordinating Groups) apprised of ongoing work and issues.

The NPSG, with input from the IWG, has authority to implement initiatives and decisions (such as Intelligence Training and ICS -209/Sit Program changes) after consultation/coordination with the IOS Working Team, Geographic Area Center Managers, or other appropriate groups.

### Membership

Each GACC and NICC will be represented by their Intelligence Coordinator as a voting member.

### Officers

Initially, members of the group will elect a Chair and Vice-Chair to 1-year terms at the fall meeting. At the conclusion of the 1-year term or if the Chair position becomes vacant, the Vice-Chair will assume the Chair position and the members will elect a new Vice-Chair.

### **Duties of the Chair**

The Chair conducts the monthly conference calls, sending out a reminder, soliciting agenda items and preparing and distributing the agenda.

Together with the Intelligence Coordinator from the hosting GACC, the Chair coordinates the agenda for and presides over the Group's fall and spring meetings.

The Chair represents the group to the Geographic Area Center Managers, presenting issues/recommendations at their fall meeting.

The Chair serves as the group's representative to the NPSG, acting as the focal point for exchange of information between the two groups, soliciting issues from the IWG, and reporting back to the IWG on NPSG activities.

The Chair serves as the group's spokesperson when it is deemed appropriate – especially with outside groups or individuals.

### **Duties of the Vice Chair**

The Vice-Chair records the minutes of the monthly conference calls, sending them to the Chair for approval and distribution to the IWG and Meteorologists' Working Group (MWG). The Vice-Chair is also responsible for maintaining and archiving the Group's records (conference call/meeting minutes, copies of correspondence to/from other groups, task group products, etc.), in coordination with NICC Intelligence.

If the Chair is unavailable for a conference call, the Vice-Chair will conduct the call.

The Vice-Chair will serve as an alternate representative to the National Coordinators and NPSG, attending their meetings when the Chair is unavailable.

### **Task Groups**

Task groups will be formed as needed in order to accomplish action items identified by the group. Membership may include group members, subject matter experts, and others as needed. The task group leader will come from within the IWG, and will be the focal point for communications between the task group and IWG, as well as other external entities. The task group leader will make periodic progress reports to the IWG via conference calls and annual meeting(s). Task groups may be dissolved upon completion of their project, at the discretion of the IWG. A summary of the current task groups is attached to this Charter as an addendum, and will be updated annually at the fall meeting.

### **Conference Calls**

Conference calls will be held on a monthly basis, generally on the second Tuesday of the month. Agenda items will be solicited during the week prior to the call, and the agenda will be distributed to both the IWG and MWG one to two days prior to the call. Additional calls may be scheduled as needed to address specific issues requiring more discussion.

### **Meetings**

The IWG will meet with the MWG at least once annually, during the first week of November, in a national Predictive Services meeting. If needed, an additional meeting will be scheduled in February or March (which may or may not include the MWG). The location for each meeting will rotate among the geographic areas, following the sequence on the NICC conference call. It is expected that meetings will be kept to the minimum time necessary to accomplish the purpose and agenda items agreed to by the Group. When appropriate, conference calls may be used in lieu of meetings to minimize travel expenditures. When both groups are meeting, the first two days will usually be formatted as group break-out sessions and the final day will be a joint session.

### **Operating Plan Amendments and Approval**

The Operating Plan will be reviewed annually and may be amended with the concurrence of a majority of voting members. The plan is effective as of the date of signature by the National Predictive Services Group Chair.

/s/ Gerry A. Day 01/22/2004

Chair, National Predictive Services Group

Date