

# CHARTER

## ESTABLISHING THE SECURITY SUBCOMMITTEE OF THE TECHNICAL COMMITTEE

### 1. Introduction

The Kansas 911 Coordinating Council (Council) is tasked with the development of Next Generation 911 (NG911) for the state of Kansas. The approach that the Council has taken to development of NG911 is a statewide, hosted, NG call handling solution. Security is an important part of the development and ongoing management of this statewide solution. The Security Subcommittee of the Council's Technical Committee is hereby created and tasked with development of security policy for the statewide NG911 system.

### 2. Authority

The Security Subcommittee is created under the authority of K.S.A. 12-5364(c)(2)(g).

### 3. Purpose

Security policies and procedures are needed to ensure that security is developed and maintained at all levels within the statewide NG911 solution. These policies and procedures must address the following areas of security:

- Network Security – both internal and external
- Data security
- Physical security
- Personnel security

### 4. Objectives

- A. The Chairman of the Security Subcommittee will work with the NG911 Administrator to facilitate the successful completion of the tasks of the committee.
- B. The Security Subcommittee will develop security policy and procedure addressing all areas of security based on industry best practices and identified needs. The policies and procedures will include, but are not limited to, methods and procedures for ensuring security, security requirements, compliance with security policies and procedures, and consequences of failing to comply.
- C. The Security Subcommittee will create and publish the Kansas NG911 Security Plan.
- D. The Security Subcommittee will review, update, and amend the Kansas NG911 Security Plan as necessary.
- E. The Security Subcommittee will make recommendations to the Council for any needed administrative regulations.

- F. The Security Subcommittee will provide for outreach and training related to security and the Kansas NG911 Security Plan to the PSAP Community.
- G. Actions, Decisions, and policy provided by the Security Committee will be subject to review and approval at the discretion of the 911 Coordinating Council.

## **5. Membership, Appointment and Term**

The Security Subcommittee shall consist of five to seven members in addition to the Technical Committee Chairman and the NG911 Administrator. The Technical Committee Chairman shall select and appoint the members of the Security Subcommittee, including the Chair of the Subcommittee, except that the NG911 Administrator shall serve as a permanent member of the committee. The members shall be subject matter experts in one or more of the following areas:

- Network security
- Data security
- Physical security
- Personnel security
- PSAP operations and call handling security

The members of the Security Subcommittee shall serve at the pleasure of the Chairman, and will be appointed for a three year term. Members may be reappointed to unlimited successive terms.

## **6. Finance and Budget**

Expenses incurred by the Security Subcommittee in conducting their assigned tasks will be paid from the State Grant Fund pursuant to K.S.A. 12-5364(c)(2)(i). Members of the Security Subcommittee may receive reimbursement for meals and travel expenses, but shall serve without other compensation.

## **8. Decision-Making**

All decisions made by the Security Subcommittee shall be incorporated into the Kansas NG911 Security Plan. This plan and subsequent changes to the plan, shall be reviewed and adopted by the Council prior to becoming effective.

## **9. Meeting Frequency**

The Security Subcommittee shall meet as needed to create, update or amend the Kansas NG911 Security Plan. Meetings may be conducted in person or via web conference or audio conference at the discretion of the Chairman.

**10. Reporting to the Kansas 911 Coordinating Council**

The Chairman shall provide a report of activities of the Security Subcommittee to the Council at each regularly scheduled meeting of the Council.

Approved by the Kansas 911 Coordinating Council on \_\_\_\_\_

