Voluntary Information Sharing
Subcommittee Competency, Awareness and Training
Recommendation Report

Sections
- Competency
- Awareness
- Training
- Funding

Competency

CAT-1 **Recommend** that job descriptions be authored that define the education, knowledge, skills, abilities, and experience necessary for those working with confidential data and information. This will foster hiring criteria for third-party data administrator. (Vote)

CAT-2 **Recommend** that a process be established to pair VIS analytical staff with Pipeline Operator and other industry subject matter experts (SMEs), including in-line-inspection (ILI) companies and in-the-ditch (ITD) assessment companies. The collaboration is intended to ensure those analyzing the data understand industry lore and discuss meaningful data. (Vote)

CAT-3 **Recommend** that an evaluation and certification process be developed for employees working within the VIS (the "Hub") to ensure they will: (Vote)
- Protect data security
- Preserve member anonymity and confidentiality

Awareness

CAT-4 **Recommend** that educational materials (talking points) based on tenants of trust and leadership be developed to market the VIS which will motivate and compel stakeholders to join. Institutions and stakeholders that will benefit from and utilize these materials include: (Vote)
- Trade Associations – Websites, Literature and Conferences
- Labor Union - Websites, Literature and Conferences
- Contractor Associations - Websites, Literature and Conferences
- Regulatory Agencies - Websites, Literature and Conferences (e.g. PHMSA R&D)
- State Agency advocacy for intra-state participation
- Pipeline Safety Advocacy Conferences, Websites, Literature, Social Media
- Industry Websites and Public Relations

Content for the 'Awareness' aspect should include benefits of participation and emphasize a non-punitive environment that fosters collaboration among stakeholders. Examples for each stakeholder group follow:
- Industry
    - Opportunity to benchmark and compare performance with others in the industry.
    - Raising the pipeline safety bar for all those who participate (and those who don't).
    - A common venue and program in a pursuit to prevent the next accident.

- o Raising the awareness for continuous improvement efforts that are more proactive and less reactive.
  - o Discover system vulnerabilities
  - o Larger sets of data and information to identify systemic trends that an operator may not discover with their own set of data and information
  - o Enhance an Operator's Pipeline Safety Management System
- PHMSA
  - o Fulfilling Congressional mandate
  - o Seen as formal proponent for sharing pipeline safety information
  - o Builds trust with industry
- Safety Advocacy Groups
  - o Forum for unifying safety advocacy membership and followers
  - o Common source for data and information
- Research Institutions
  - o Readily available statistics
  - o A data and information rich environment for metrics and performance indicators
- State Stakeholders
  - o Knowledge of new initiatives/innovation in their states
  - o Identifying potential issues before an event occurs
- Labor Representatives
  - o Safer work spaces for employees and the public
  - o Proactive input into the process
  - o Opportunity to engage the workforce into pipeline safety improvement
- Public
  - o Greater sense of safety
  - o Have an impact on decisions for the public
  - o Public Portal allowing for interaction
  - o Opportunity not just to look at data but to add to the data / aka reporting (similar to EPA's Echo)

In the process of developing 'Awareness' materials, seek opportunities to:
- Leverage the outstanding safety improvements made by the FAA. Showcase FAA metrics.
- Leverage API 1163 as the framework for ILI Vendor / Operator collaboration
- Leverage the success that CGA has had marketing the 811 program
- Author a FAQ document that identifies barriers and how the VIS will overcome them
- Include a glossary of terms and acronyms

Training

CAT-5 **Recommend** that initial training be developed to enable the development and implementation of VIS. (Vote)

Distinct Audiences to be trained:

- Those who input data and information (ILI Companies, ITD Assessment Companies, Pipeline Operators, Employees, Public Advocacy Groups, Federal and State Community Liaisons …)
- Those who work within the system or "the Hub" and are exposed to identified data
- Those who receive VIS output
  - Data Rich (ILI as-found versus as-called feature dimensions and feature signature calibration)
  - Information Rich (info sharing re: unwanted events and continuous improvement)
  - Regulatory Agencies (federal, state, local)
  - Portal for appropriate data available to the public

Types of Training:
- In-Person / Hands-On
- Computer Based Training Modules
- Train the Trainer

***CAT-6* Recommend** that training modules be developed that instruct participants utilizing a Systematic Approach to Training (SAT) which will address teaching the rights things, teaching the right people, teaching at the right time, and teaching in the right way. (Vote)
- Trainers could consist of SMEs from across the industry and regulatory agencies
- Train participants' methodology for data submission to include types of input, how to input, format, et cetera. If a form for data and information submittal is created, train to the form.
- Apply a 'code of conduct' recommended by the Governance sub-committee for handling both identified and de-identified data
  - Robust rules with degrees of separation to preserve anonymity
  - Training modules with certificate of successful completion before being allowed to work within the 'data room'
- Confidentiality Requirements
  - How to de-identify data
  - Methods to validate data integrity with rigorous and robust QA/QC prior to publishing reports

***CAT-7* Recommend** that workflow process for data and information be described and graphically illustrated (this might be output from PS or BP sub-committees). Then a training module should be developed to educate all stakeholders regarding the workflow process. (Vote)

***CAT-8* Recommend** the development of training modules be tailored for the participants, specifically for those working with quantitative data and those working with qualitative information. (Vote)

Funding

***CAT-9* Recommend** that funding be authorized and appropriated for the following: (Discuss)
- Developing a document that define the job criteria for those working within the VIS. This should include the process by which staff are hired.
- Curriculum development by qualified instructional designers.

- Implementation costs for web-based or instructor-led training courses.
- Training administration costs including enrollment, completion, and training record maintenance

Funding considerations:
- Identifying cost sharing mechanisms for contributions by industry and government
- Phase the funding: Grants, Research & Development, Facilities & Equipment, Operational (this is a similar approach applied by FAA)