

**Voluntary Information-sharing System
Federal Advisory Committee
Reporting Subcommittee**

Report Out Presentation

February 28, 2018

Reporting Subcommittee Members

- Alternate Designated Federal Official: [Karen Lynch](#)
- Subcommittee Chair: [Vacant](#)
- Subcommittee Members:
 - [Dan Cote](#)
 - [Kate Blystone](#)
 - [Holly Pearen](#)
 - [Walter Jones](#)
 - [Simona Perry](#)
 - [Randy Parker](#)

Reporting Subcommittee Task Statement

- Task Statement Number:

18-07

- Task Statement Title:

Subcommittee Governance and Management of VIS Working Group Report

- Task Statement Purpose:

To fulfil essential governance needs and provide strategic direction/management of a comprehensive report that will enable the VIS Working Group to provide the Secretary of Transportation with independent advice and recommendations on the development of a secure, voluntary information-sharing system(s).

- Task Statement Description(s):

1. Establish a SharePoint site to facilitate collaboration, communication, and records retention.
2. Develop guidance and templates for subcommittee report/document submissions.
3. Draft VIS report in accordance with established timeframes and report outline.

- Deliverable(s):

1. SharePoint Site
2. Guidance, Templates, Samples
3. Final Report

- Target Milestones and Dates:

1. SharePoint Site (March 2018)
2. Guidance, Templates, Samples (March 2018)
3. Final Report (December 2018)

Reporting Subcommittee Recent Activities/Actions

1. Developed framework and permissions for SharePoint site
2. Reviewed and finalized subcommittee templates:
 - *Subcommittee Task Statement*
 - *Subcommittee Report Out*
 - *Subcommittee Agenda*
 - *Subcommittee Meeting Minutes*
 - *Subcommittee Sign-in sheet*
 - *Subcommittee Document Comment Resolution Matrix*
3. Researched advisory committee sample reports
4. Outlined reporting subcommittee governance structure

Recommendation Report Sections

- Table of Content
- Executive Summary
- Key terms, acronyms, and definitions
- Introduction
- Background
- Information Sharing Topics**
- Findings
- Recommendations
- Conclusion
- Back Matter

Report Timelines

Subcommittee Work Commences February 2018 – June 2018

Report Section	Timeline
Subcommittees Submit initial recommendations and findings to parent committee	July-Aug 2018
Initial Recommendation Report Drafted	Aug - Sept 2018
Parent Committee Review #1 on initial Recommendation Report	Sept-Oct 2018
Revise Recommendation Report	Oct-Nov 2018
Parent Committee Review #2 on initial Recommendation Report	Nov-Dec 2018
Final Recommendation Report Vote	Dec 2018
PHMSA/DOT Review and Submission	Dec 2018 - Feb 2019

Recommendations for the VIS WG Committee

Approve Task Statement 18-07, “Subcommittee Governance and Management of VIS Working Group Report”

Reporting Subcommittee New Subcommittee Members

New Subcommittee Members

- None

Support

- Writer-Editor
- SharePoint Administrator

Other

Each subcommittee member currently participates on other VIS Working Group subcommittees. The subcommittee will hold a standing monthly teleconference and will discuss issues impacting the final deliverables of the Reporting Subcommittee from other VIS Working Group subcommittees as a standing agenda item.

Mission and Objectives: Dan Cote

Process Sharing: Kate Blystone

Best Practices: Kate Blystone

Technology/R&D: Holly Pearen

Training and Qualifications: Karen Lynch

Regulatory, Funding, Legal: Dan Cote

Questions/Comments