	Voluntary Information-Sharing System Working Group - Recommendation Report Outline (As of 08/22/2018)				
	Outline Sections	**Proposed Committee or Subcommittee or Task**	**Alignment with SMS**	**Notes/Miscellaneous**	**Status**
	Report Template Guidance/Development	Reporting			🟩
	Letter to the Secretary, Acknowledgements, Disclaimer	Reporting/Committee Chair			🟩
	Table of Contents	Reporting			🟩
A.	**Executive Summary**	Reporting			🟥
A.1	Information Sharing: A National Priority	Reporting			🟥
A.2	Key Recommendations	Reporting		Consolidate from the report	🟥
A.3	Next Steps	Parent Committee			🟥
B.	**Key Terms, Acronyms, and Definitions**	Reporting (All subcommittees provide input)			🟨
C.	**Background and Introduction**	Reporting (overall)			🟨
C.1	Background				🟨
	Congressional Reauthorization Mandate (2016 PIPES Act)				🟨
	Charter				🟨
	Bylaws				🟨
	Working Group Establishment				🟨
C.2	Overview (description of effort)	Reporting			🟨
C.3	Critical Industry Challenges	Reporting			🟨
C.4	Need for an information sharing system (M)				🟨
C.5	Alignment with SMS	Reporting			🟨
C.6	Mission and Objectives	Mission and Objectives			🟨
	Mission Statement	Mission and Objectives			🟩
	Guiding Principles	Parent Committee			🟨
	What this report covers/does not cover (scope)	Mission and Objectives			🟨
C.7	Audience for report	Reporting			🟨
C.8	Methodology (for recommendations)	Reporting/Committee Chair		Developed an outline and milestone plan, formed subcommittees, developed task statements, invited SMEs to present/join subcommittees	🟨
D.	**Recommendations**				🟥
D.1	Governance Structure	Mission and Objectives	SMS-5 (Leadership and Management Commitment)		🟥
	D.1a Governing Bodies				🟥
	Organizational Structure				🟥
	Description of roles and responsibilities				🟥
	D.1b Rules and Policies				🟥
	Data Management				🟥
	Who can see the data				🟥

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	How the data can be used				
	Safety Risk Analysis				
	Analysis Approvals				
	Mitigation and Prevention				
	Corrective Actions				
	Information Sharing (lessons learned, ongoing)				
	Program outcomes and measures (program success and safety)				
	Communication and Outreach				
	Funding and Resource Decisions				
	D.1c Data Sharing				
	Transparency				
	Relevant pipeline inspection information				
	Data Sharing Users and Levels of Permissions				
	Data Access & Security (align with governance;				
	Meta data (description of how data set was made, contact person, field collection, accuracy)				
D.2	Process Sharing	Process Sharing	SMS-11 (Management Review & Continuous Improvement)		
	D.2a Need for an information sharing system (M)				
	D.2b Types of Information Data Shared and Purpose (including geospatial)			Deliverable: Preferred Information Sharing Design	
	Proprietary				
	Aggregate (public)				
	De-identified data and Information Sharing				
	How is it facilitated and governed?				
	What requirements for security and access restrictions must be addressed?				
	Data Sharing Stakeholders (gov, industry, vendors, public)				
	Data Sources				
	Data collection, analysis and reporting				
	Data Collection				
	Data Quality Process				
	Verification and Validation				
	Inconsistent Data feeds				
	Data Analysis				
	Tool design				
	Tool implementation and validation				
	Data Integration (Fusion)			Deliverable: System Integration Roadmap	

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	D.2c Common Taxonomy			Deliverables: (1) List of acronyms and common terminology and definitions and (2) Sources and references	
	D.2d Common Data Exchange Protocols				
D.3	Best Practices	Best Practices	SMS-9 (Incident Investigation, Evaluation, and Lessons Learned)		
	D.3a Integrity management process and technology improvements				
	Identification of current industry information sharing processes and systems			(PRCI, API, INGAA, SGA, Service Providers)	
	Active participation of all stakeholders			Value proposition	
	Identification of current gaps in data, technology and/or analytics that need to be closed				
	Sharing of enhanced processes and practices i.e. solutions to known problems				
	Training and education of lessons learned with respect to execution of the various integrity management processes • Improved analytics • Near misses				
	D.3b Post incident related RCFA's and Learnings				
	Systematic or acute process improvements				
	Cultural improvements				
	Technology deployment improvements				
	D.3c Communications to and with stakeholders (regulators, public advocacy, public officials)				
	D.3d Protecting safety and security/proprietary information (M)				
D.4	Technology/R&D	Technology/R&D	SMS-11 (Management Review &		
	D.4a Assumptions				
	D.4b Taxonomy				
	D.4c Applicable pipeline inspection information and formats				
	D.4d Best practices for pipeline inspection information and the associated areas				
	D.4e Data Security and Protection				
	D.4f Quality Control Procedures				

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	D.4g Information Integration of Pipeline Safety Data				
	D.4h Interpreting Pipeline Inspection Information				
	Capabilities				
	Limitations				
	D.4i Secure System(s) Development and Architecture (M)			IT/Architecture	
	High-level requirements				
	User Interfaces (confidential/public viewers)				
	System Security and Protection			Proprietary data and info	
	Database/Software considerations				
	Data standards and formats				
	User Authorization and Access				
	Integration/interoperability with other systems				
	Auditing and Monitoring				
	Scalability (able to accommodate future information sharing needs)				
	D.4j Development of Advanced Technologies (M)			Continuous Improvement/R&D	
	Research and Development gaps/needs				
	Pipeline Inspection Assessment Technology/Research				
	Other Pipeline Risk Analysis Technology Considerations				
D.5	Competence, Awareness, Training	Competency, Awareness, and Training	SMS-13 (Competence, Awareness, and Training)		
	D.5a Competency and training needs				
	Workforce training, qualifications and competencies				
	Training methods				
	D.5b Expanding knowledge of inspection technologies and methodologies (M)				
	D.5c Encourage Exchange of Information/Sharing (M)				
	Marketing the VIS				
	Education and awareness for motivation to participate				
	Communication methods				
	Commitment/Buy-in				
	D.5d Sharing of Lessons Learned and Best Practices				
	Dissemination of Information				
	Community of Practice				
D.6	Regulatory , Funding, and Legal Barriers (M)	Regulatory, Funding, Legal	SMS-5 through SMS-15		
	D.6a Regulatory (M)				
	Rulemaking				
	Reauthorization				

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	Ensure program compliments existing regulatory structures (federal/state)				🟥
	Non-punitive sharing				🟥
	D.6b Funding (M)				🟥
	Funding Sources				🟥
	Acquisition/Procurement				🟥
	Resources				🟥
	D.6c Legal (M)				🟥
	Safety Information Protections				🟥
	Proprietary and Security Sensitive Considerations (M)				🟥
	Confidentiality and Privacy				🟥
	FOIA Considerations				🟥
	Prohibitive Use for Enforcement Purposes				🟥
	Operator Participation to Voluntarily Shared Information				🟥
	D.6d Agreements				🟥
	Memorandums of Understanding w/Federal Agencies				🟥
	Operator cooperative agreements (voluntary participation)				🟥
E.	Conclusion	Reporting (All provide input)			🟥
E.1	Recommendation Alignment with SMS				🟥
E.2	Next Steps				🟥
F.	Appendices	All			🟨
F.1	Congressional Mandate	Reporting			🟨
F.2	Charter	Reporting			🟨
F.3	Bylaws	Reporting			🟨
F.4	Committee Members	Reporting			🟨
F.5	Subcommittee Members	Reporting			🟨
F.6	Subcommittee Task Statements	Reporting			🟨
F.7	Draft Statutory Language	Reporting			🟨

Key	
Complete	🟩
Ongoing	🟨
Outstanding	🟥
(M)	Congressional Mandate