



## ***Interdiction and Border Security Working Group Dynamics / Charter Overview***



**At the end of this period, you will be able to:**

- Recall the WG Charter
- Explain the WG Goals / Objectives
- Describe the Charter's Five Year Plan
- Describe & Apply the Border Security Checklist
- Discuss Kuwait Border Security Issues:
  - Prioritize – Assess – Plan Next Steps



## *Working Group Definition*

A horizontal bar consisting of a thick gold bar on top and a series of smaller, decreasingly sized gold squares below it, creating a stepped effect.

**A Working Group is a group of people who are working towards one particular set of goals.**

**The working group has a specific set of goals, tasks, and responsibilities.**



## WG Core Elements

- Your turn to TALK!
- What makes a Working Group?
- Let's make a list of the Core Elements that you think make up a WG?



# *Working Group Core Elements*

- Communication
- Basic ethics.
- Recognition
- Integrity
- Teamwork
- Leadership
- Trust
- Training



# *Working Group Core Elements*

- **Communication** is a core element of success. It is necessary to ensure that all levels of communication are kept open and that includes the customers.
- **Basic ethics** means that the professional code and procedures that are part of the business are implemented and maintained in the company and/or organizational team unit.
- **Recognition** means that participants are recognized and appreciated for their unique contributions to the business.
- **Integrity** means that all endeavors are honest, and upheld by solid morals.
- **Teamwork** means implying to the employees that by working together as a single unit, and making good use of everyone's talents in one pool can lead to many different benefits.
- **Leadership** must be effective, positive, and constructive.
- **Trust** must be maintained within all levels – both internal and external.
- **Training** must be offered to all participants in order to ensure that the individuals can provide their best contributions.



# *Working Group Guidelines*

## **Working Group Guidelines**

- Define: the problem
- Establish an agenda
- Assign a group leader / facilitator
- Create positive working environment
- Handling Conflict
- Take minutes
- Allow no disruptions
- Assign action items and responsibilities
- Evaluate meeting efficiency



# Core Working Group Responsibilities

- **Group Leader / Facilitator**
  - Lead Discussion, keep discussions moving along
  - Allows for everyone to contribute and prevents members from dominating the meeting
  - Keeps the team on the agenda and follows the time guidelines
  - Summarize decisions
  - Review discussions
  - Outcomes / processes
  - Prepare Summary
  - Schedule Meetings
  - Provide Task Direction, helping everyone to get their jobs done and on time
  - Monitor schedule
  - Check on decision making, is the group ready to make a decision or provide recommendation
  - Follow up on projects assigned
  - Manage / Intervene conflict
- **Scribe**
  - The scribe takes the meeting's minutes and tracks the team member action items
  - These are important because team members may need to be reminded of previously discussed items
  - The scribe copies items from a chalk board or flip chart
  - If possible, a scribe uses a laptop and types information as the meeting progresses
  - Use the minutes to create the next meeting's agenda
- **Group Member Responsibilities**
  - Each puts their input into the agenda
  - Each prepares for presentation or meeting
  - Speak with each other prior to make sure everyone is on same page
  - Study the minutes from the last meeting, maybe there will be something that needs to be discussed
- **Tips for the whole group**
  - Participating, everyone should take an active role
  - Everyone actively listen to others
  - Stay Focused, don't go on and on
  - Ask questions
  - Take notes
  - Monitor your contributions, what am I really contributing
  - Communicate progress, let the others know how you are coming along.
- **Group Agenda**
  - Done by group and leader
  - Created from previous meeting's minutes
  - Leader / Facilitator modifies, approves and distributes the agenda prior to next meeting
  - Covers topics, presenters, time guidelines, break information, meeting evaluation
  - Break down specifically by numbering the task, who responsible, what, how long



# Core Working Group Responsibilities

## Group Leader / Facilitator

- Lead Discussion - keep discussions moving
- Allows all to contribute/prevents members from dominating the meeting
- Keeps team on agenda - follows the time guidelines
- Summarize decisions / Review discussions / Outcomes / processes
- Prepare Summary
- Schedule Meetings
- Provide Task Direction-help everyone to get jobs done on time
- Monitor schedule
- Check on decision making: is group ready to make a decision or provide recommendation
- Follow up on projects assigned
- Manage / Intervene conflict



# ***Core Working Group Responsibilities***



## **Scribe**

- The scribe takes the meeting's minutes and tracks the team member action items
- Meeting notes are important because team members may need to be reminded of previously discussed items
- The scribe copies items from a chalk board or flip chart
- If possible, a scribe uses a laptop and types information as the meeting progresses
- Use the minutes to create the next meeting's agenda



# ***Core Working Group Responsibilities***



## **Group Member Responsibilities**

- Each member contributes to the agenda
- Each member prepares for presentation or meeting
- Study the minutes from the last meeting, maybe there will be something that needs to be discussed
- Speak with each other prior to make sure everyone is on same page



# ***Core Working Group Responsibilities***



## **Tips for the whole group**

- Participate - everyone should take an active role
- Everyone - actively listen to others
- Stay Focused, don't go on and on
- Ask questions
- Take notes
- Monitor your contributions, what am I really contributing
- Communicate progress, let the others know how you are coming along.



# Core Working Group Responsibilities

## Group Agenda

- Developed by the group and leader
- Created from previous meeting's minutes
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# *Working Group Charter Template*

## **Name**

- United States / Kuwait Combating Weapons of Mass Destruction Interdiction and Border Security Technical Working Group (US/KWT CWMD IBSTWG)

## **Purpose**

- To establish a joint US/Kuwait CWMD IBS Cooperative Defense Program by establishing and chartering a working group comprised of US and Kuwait operational level Subject Matter Expert participants to address Kuwait Border Security concerns in order to strengthen Kuwait's and the region's capacity and capability in Border Security to effectively prevent the illicit transportation of WMD, WMD technologies and materials, and Toxic Industrial Chemicals/Materials (TIC/TIM).



# Working Group Charter Template

## Responsibilities

- The responsibility of this working group will be to discuss the role of Border Security as it applies to Combating Weapons of Mass Destruction. This will be accomplished by assessing and reviewing Kuwait Border Security issues of concern and examining best practices with respect to air, land, and sea borders. The working group will also explore emerging technical capabilities that may be employed to enhance established national and regional border security programs.
- Examine the role of border security as it applies to.
  - Identify required technical capabilities for the enhancement of existing border security programs.
  - Discuss strengths and shortfalls of current regional resources, capabilities and institutions and identify solutions to shortfalls.
  - Recommend next steps, discuss solutions to increase the effectiveness of existing capabilities, and develop timeline for implementation.



# *Working Group Charter Template*

## Objectives

- Optimize and coordinate IBS activities to reduce risk of WMD by enhancing border security for land, sea and air.
- Identify Opportunities for Improvement within Kuwait's IBS control policy, doctrine and force structures.
- Assess opportunities to identify and resolve roadblocks to conducting operations.
- Propose standardized processes between agencies for physical, mechanical and electronic data collection, storage and info sharing.
- Recommend IBS force modernization where warranted



# Working Group Charter Template

## Methodology

The IBSTWG will employ a five (5) phased approach to reviewing, assessing and evaluating border security issues. The program is generally expected to run for five years. Those phases are:

- Assessment Phase
- Review Phase
- Results Phase
- Implementation Phase
- Sustainment Phase

Specific methods and procedures in evaluating border issues include:

- Examine the threats and challenges facing border security systems
- Introduce a basic Border Security System's Model to use as a reference
- Review event management from the point of view of information flow
- Review event management from process point of view
- Discuss strengths and shortfalls of current regional resources, capabilities and institutions and identify solutions to identified shortfalls
- Explore cooperative border security options
- Identify the highest priorities for regional border security cooperation
- Recommend solutions to increase the operational effectiveness of existing regional capabilities
- Recommend next steps, discuss solutions to increase the effectiveness of existing capabilities, and develop timeline for implementation
- Develop a proposed timeline for next steps and implementation of recommended solutions



# Working Group Charter Template

## Proposed Membership

Technical Working Group membership is to be made up of key members of select operational or mid-career level officials involved in Customs, Immigration and Border Security functions from both countries.

Kuwait: The expected number of Kuwait members is TBD, but expected to be a preliminary number of between 10-30 persons.

United States: Membership on the Technical Working Group is also to be determined, but initially expected to consist of operational / mid-career members from the agencies shown below. The expected number of US is TBD, but expected to be a preliminary number of between 5-10 persons.

- US CENTRAL COMMAND CCJ5-C/CDB
- Sandia National Laboratories International Border Management program
- Defense Threat Reduction Agency ICP program
- US Department of Homeland Security / Customs and Border Protection
- US Embassy, Kuwait

Membership is strongly encouraged to be a long-term assignment as much as possible, in that past experience and continuity with the issues are important factors to the team's success. Membership in the working group is expected to change somewhat with time as the requirements of the working group are better known.

Proposed organization will consist of co-chair persons from both countries and working group members from each country. A recorder will also be assigned to take minutes and record meeting decisions. Group members will form sub-groups and/or committees as assigned in order to perform assigned assessments and reviews.



# Working Group Charter Template



## Meetings

The US/KWT CWMD IBSTWG will meet at the call of the co-chair persons.

The recorder will prepare meeting minutes for approval by the Chair and subsequent distribution to the members. Frequency of meetings: *To be Determined*