

## TERMS OF REFERENCE

### INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

#### COMMITTEE FOR ENVIRONMENTAL SERVICES, OPERATIONS AND RESEARCH NEEDS (CESORN)

#### 1. PURPOSE

The Committee for Environmental Services, Operations and Research Needs (CESORN) shall be the principal means for effecting continuing coordination on current and programmed activities within its assigned areas and recommending changes to more efficiently utilize resources in meeting valid user requirements; and addressing policy matters and issues as they relate to environmental services, operations and research needs in the following areas:

- Natural disaster reduction – avoid or mitigate the effects of natural hazards
  - Hurricanes
  - Severe Local Storms (tornadoes, strong winds, hail)
  - Winter Storms (strong winds, freezing rain, ice storms, blizzards, lake effects)
  - Tropical Cyclones (storm surge, storm track and intensity, flooding)
  - Flooding
  - Volcanoes
  - Drought
  - Landslides/Avalanches
  - Extreme heat and cold
  - Post-Storm Data Acquisition
  - Tsunami
- Mitigate man-made hazards
  - Atmospheric transport and diffusion in connection with nuclear, chemical, or biological incidents
- Support efforts to manage natural resources
  - Hydrometeorology and water resources management
  - Urban meteorology/air quality
- Coordinate the environmental information requirements for national assets
  - Atmospheric observing requirements
  - Geostationary Operational Environmental Satellite (GOES) Data Collection System (DCS) operations
  - National Polar-orbiting Operational Environmental Satellite System (NPOESS) (assist the multi-agency group as needed)
- Support specialized services
  - Agriculture

- Aviation
- Fire
- Surface transportation
- Marine/ocean services
- Air Quality

The Committee shall be responsible for:

- a. Collecting and consolidating agency mission needs and establishing national needs for interagency operations within the Committee's focus areas.
- b. Identifying the high pay-off, cross-cutting issues which will serve as the basis for prioritizing future interagency efforts.
- c. Identifying pressing forecast problems and supporting research needs.
- d. Planning and executing strategies for addressing deficiencies in these cross-cutting issues. Where applicable, Working Groups will serve as the Committee's executive agents for specific areas of focus; e.g., natural disaster reduction/post-storm data acquisition, or hurricane and winter storms operations and research.
- e. Identifying and facilitating education, training and outreach requirements and needs.
- f. Empowering Joint Action Groups (JAG) to work on specific projects of limited duration. The Committee will develop objectives for a JAG and specify a well-defined deliverable, such as a Federal plan or report.
- g. Elevating to ICMSSR concerns, problems and unresolved matters as needed.
- h. Responding to ICMSSR tasking.
- i. Reporting periodically to ICMSSR on the Committee's activities and accomplishments.
- j. Functioning as a clearing house for National programs including monitoring and assessing the programs.

## 2. MEMBERSHIP

- a. Each department or agency holding membership on ICMSSR is entitled to place members and alternates on the Committee. Departments or agencies may also have technical advisors or observers on the Committee as they desire. In cases where more than one member is named by a department or agency, a lead member will be designated to serve as primary point of contact of the department or agency.

Departments and agencies shall maintain a current listing of their participants on file with the Office of the Federal Coordinator for Meteorology (OFCM).

- b. By applying to the Office of the Federal Coordinator, additional agencies of the U.S. Government may participate as members when matters under consideration are of concern to them. Subject to the concurrence of the members, organizations (e.g., public, private, industrial) having substantial interest in specific matters may be invited by the Chairman to participate in discussions of these matters.
- c. The Committee will be chaired by a representative(s) from agencies participating in ICMSSR.
- d. An Executive Secretary will be provided by the Federal Coordinator unless special circumstances warrant appointing an Executive Secretary from one of the participating agencies.

### 3. PROCEDURES

- a. Meetings shall be called by the Chairman or at the request of one or more members and shall normally be convened in facilities provided by the Federal Coordinator. Normally, notification of meetings and an agenda will be distributed to members of the Committee and to the OFCM 30 days in advance of the meeting.
- b. Meetings shall be held with sufficient frequency to assure prompt handling of Committee business. Committees normally should meet at least two times per year.
- c. Decisions by the Committee shall be based on agreement by all members whose agency is or will be a party to actions pursuant to the decision. Members may abstain from voting without prejudice to the decisions of the Committee. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session or by approval on an individual basis of papers circulated among the members by the Chairman.
- d. Within five working days after a meeting, the Executive Secretary will compile, compose and send out the action items from the meeting for comments, action or suggestions. There will be a point of contact assigned for each action item and its projected completion date. The agencies' responses are requested within five working days of receiving the action items. Note that the five day response requirement is for agency input and comments, not completion of the proposed action item. Once all responses and inputs are received, the Executive Secretary will prepare a brief Record of Actions, highlighting the primary topics and issues including action items, and distribute the document to Committee members and the Chairman and Executive Secretary of ICMSSR within fifteen working days after the meeting.

- e. If all members whose agency is or will be a party to actions pursuant to a decision are unable to reach agreement on the item, the opposing views, fully documented, will be promptly forwarded by the Chairman to the ICMSSR.
- f. Agreements reached by the Committee shall be implemented by member agencies without further action, except:
  - (1) When the agreement is in response to an item referred to the Committee by the ICMSSR, the Chairman will consult the Chairman of the ICMSSR to determine whether ICMSSR review is needed.
  - (2) When the agreement involves a substantial deviation from an approved annual Federal Plan for Meteorological Services and Supporting Research, review by the ICMSSR will be required.
  - (3) When the agreement involves or relates to programs or functions under the purview of another committee, concurrence by such Committee will be required.
  - (4) When any member requests that the agreement be approved by the ICMSSR, review by the ICMSSR will be required.
- e. Items for consideration by the Committee shall be presented through the Executive Secretary of the Committee.
- f. The Committee may establish additional rules of procedure for conduct of business; however, the establishment of additional working groups must have prior approval of the ICMSSR.
- g. Amendments to these Terms of Reference (TOR) will be made by the ICMSSR.

#### 4. REPORTS AND RECORDS

- a. The Committee shall prepare reports and publications identified in this TOR and others as requested by the ICMSSR.
- b. The Committee shall submit inputs to the Office of the Federal Coordinator's activity reports. These inputs should contain:
  - Accomplishments and planned activities;
  - A brief discussion of problems encountered and other matters of interest;

and

- Photographs, diagrams, and other materials which may be of value for inclusion in the annual Federal Plan for Meteorological Services and Supporting Research.
- c. Complete records of the Committee and its Working Groups shall be maintained in the Office of the Federal Coordinator.

5. TERMINATION

The Committee shall exist until terminated by the ICMSSR.

James B. Harrison  
James B. Harrison  
Executive Secretary, ICMSSR

7/30/2007  
(Date)