

TERMS OF REFERENCE

COMMITTEE FOR OPERATIONAL PROCESSING CENTERS (COPC)

WORKING GROUP FOR COOPERATIVE SUPPORT AND BACKUP (CSAB)

WORKING GROUP FOR CENTRALIZED COMMUNICATIONS MANAGEMENT

1. PURPOSE

The purpose of the Working Group for Centralized Communications Management (WG/CCM) is to coordinate communications issues between the Operational Processing Centers (OPC), monitor the effectiveness of those communications, and to do capacity planning and forward projection of capability needs. The WG/CCM will serve as an advisor to both the Committee for Operational Processing Centers (COPC) and the Working Group for Cooperative Support and Backup (WG/CSAB).

2. MEMBERSHIP

a. Communications representatives from each OPC and /or its servicing communications organization will make up the membership of the WG/CCM. The OPCs include:

- NOAA/National Weather Service's National Centers for Environmental Prediction (NCEP) headquartered at College Park, Maryland.
- NOAA/National Environmental Satellite, Data, and Information Service Office of Satellite and Product Operations (NESDIS/OSPO) at Suitland, Maryland.
- DOD/Air Force 557 Weather Wing at Offutt AFB, Nebraska.
- DOD/Navy Fleet Numerical Meteorology and Oceanography Center (FNMOC) at Monterey, California.
- DOD/Navy Naval Oceanographic Office (NAVO) at Stennis Space Center, Mississippi.

b. The chairperson of the WG/CCM shall be appointed for a 3-year term.

c. 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 held at the call of the Chairperson, normally in conjunction with or in support of meetings of the WG/CSAB, and shall normally be convened in facilities provided by

the Federal Coordinator. Notification of meeting and a draft agenda should be distributed to members of the working group 30 days in advance of the meetings.

b. Recommendations to the WG/CSAB shall be on the basis of majority agreement of the members (or alternates) whose organizations or activities are parties to the recommendation or subsequent action. Members may abstain from voting without prejudice to the recommendations of the working group. Members may also reserve their position pending agency clearance or instructions. Where unanimous agreement is not reached, a minority report will be provided to the parent committee.

c. Coordination may be accomplished during formal sessions or meetings, by correspondence, via electronic mail, or by documented telephone calls.

d. Within 5 working days after a meeting, the Executive Secretary will compile, compose, and send out the action items from the meeting for comment, action, or suggestions. Organizations or activities should respond within 10 working days of receiving the action items. Once all responses and inputs are received, the Executive Secretary will prepare a brief Record of Actions (ROA), highlighting the primary topics and issues, to include action items, and will distribute the draft ROA to the WG/CCM for comment. The final ROA will be distributed to all WG/CCM members, and the results of the meeting will be presented to the parent committee.

e. The WG/CCM may establish additional rules and procedures for the conduct of business.

4. REPORTS AND RECORDS

a. The WG/CCM shall prepare reports as requested by the WG/CSAB.

b. When requested, the WG/CCM shall submit inputs to the WG/CSAB. These inputs should contain:

Accomplishments of the group towards achieving its purpose.

A discussion of potential identified problems and recommended solutions.

Diagrams or other input that would highlight a discussion point.

5. TERMINATION

The WG/CCM shall exist until terminated by the WG/CSAB.

Secretariat, ICMSSR

(Date)