

TERMS OF REFERENCE

PROGRAM COUNCIL FOR THE NATIONAL OPERATIONAL PROCESSING CENTERS (PC/NOPC)

COMMITTEE FOR OPERATIONAL ENVIRONMENTAL SATELLITES (COES)

1. PURPOSE

The Committee for Operational Environmental Satellites (COES) shall advance the goals of the Program Council for National Operational Processing Centers (PC/NOPC) to achieve interagency coordination in the planning for operational environmental satellite systems. The objectives of the COES are to:

- a. Ensure interagency review and coordination of approved requirements for operational environmental satellite programs.
- b. Promote free and open exchange of information, concerning operational environmental satellite systems development efforts, satellite data systems architecture, continuity plans, data exploitation readiness plans.
- c. Consider potential use of research satellite capabilities to augment operational systems in meeting user needs, and plans to transition research data into operational products and new applications.
- d. Facilitate working-level relationships between Federal members and other stakeholders to effectively resolve interagency issues with regard to the availability of environmental satellite data and products from future systems.
- e. Establish dialog with other standing groups currently engaged in various aspects of environmental satellite and data readiness and exploitation, including: U.S. Global Earth Observing (USGEO) program, Committee for Earth Observing Satellites (CEOS), Coordinating Group for Meteorological Satellites (CGMS), Geostationary Operational Environmental Satellite (GOES) User conference, and other relevant user groups.
- f. Coordinate with the Committee for Operational Processing Centers (COPC) on issues of mutual interest, i.e. data availability and data assimilation, and share information.
- g. Address other matters as directed by the PC/NOPC.
- h. Provide regular updates to the PC/NOPC and other elements of the Federal Coordination Infrastructure as necessary.

2. MEMBERSHIP

The Committee for Operational Environmental Satellites (COES) is comprised representatives from Federal departments and agencies with a direct interest in improving the planning for and the utilization of data from operational environmental satellite systems.

- a. The following permanent member organizations will designate a representative to serve as cochair of the committee:
 - National Oceanic and Atmospheric Administration (NOAA)
 - National Environmental Satellite Data and Information Service
 - National Weather Service

- Department of Defense
 - Air Force Director of Weather
 - Oceanographer and Navigator of the Navy

The committee chairmanship shall rotate among the four cochairs every year.

b. The following additional organizations are invited to participate in the COES as members, technical advisors, or observers:

- U.S. Department of Agriculture
- Department of Energy
- Department of Homeland Security, Federal Emergency Management Agency
- Department of the Interior
 - Bureau of Land Management
 - U.S. Geological Survey
- Department of Transportation
 - Federal Aviation Administration
 - Federal Highway Administration
 - U.S. Coast Guard
- National Aeronautics and Space Administration
- National Science Foundation

c. Other Federal agencies may participate on the committee by applying to the Office of the Federal Coordinator for Meteorology. Subject to the concurrence of the members, public and industrial organizations, having a substantial interest in specific matters, may be invited by the Chairman to participate in discussions as subject-matter experts.

d. An Executive Secretary shall be provided by the Federal Coordinator for Meteorology (hereinafter called the Federal Coordinator).

3. PROCEDURES

- a. Meetings shall be called by any of the cochairs or at the request of any two of the members, the PC/NOPC, or the Federal Coordinator. The COES will normally meet (in-person or telephonically) at least twice a year. One of these meetings should be scheduled approximately two to three (2-3) weeks before the PC/NOPC meets. In addition, the co-chairs may meet more frequently to discuss issues related to the ongoing actions of the committee. Normally, notification of a meeting will be distributed to members of the Committee and to the OFCM 30 days prior to the meeting.
- b. Decisions shall be on the basis of unanimous agreement by the co-chairs (or their designated alternate) when possible, and must also include agreement by COES members whose agencies are parties to the decision and/or subsequent action. When agreement is not reached, the co-chairs will summarize the views and: (1) refer the matter to the Federal Coordinator's office for additional discussion/mediation or (2) refer the matter to the PC/NOPC for resolution.
- c. Agreements reached by the Committee will be implemented by member agencies as their resources and policies permit except:

- (1) When the agreement is in response to an item referred to the Committee by the PC/NOPC, the COES Chairman will consult the PC/NOPC Chairman.
 - (2) When the agreement involves substantial deviation from a Federal Plan or agency document. In this case, review by the PC/NOPC is required.
- d. COES sub-groups may be formed as deemed necessary by the co-chairs, the PC/NOPC, and the Federal Coordinator.
- (1) Sub-groups may be formed to complete COES tasks; such a group will be informal and provide its work to the Committee for review and coordination.
 - (2) A formal sub-group, called a joint action group (JAG), may be formed under the COES to complete a PC/NOPC and/or Federal Coordinator tasking; each group will develop and maintain separate terms of reference.
- e. The COES may establish additional rules and procedures necessary to conduct business.

4. REPORTS

- a. The Committee shall prepare reports and publications, as necessary, to complete specific actions or projects or as requested by the PC/NOPC.
- b. The Committee shall submit inputs through the COES Executive Secretary to the Executive Secretary of the PC/NOPC for inclusion in the annual Federal Plan for Meteorological Services and Supporting Research. These inputs should contain:
 - (1) Accomplishments and planned activities.
 - (2) Photographs, diagrams, and other materials which may be of value.
 - (3) A brief discussion of problems encountered and other matters of interest.
- c. Agendas and records of actions of meetings of the Committee shall be prepared and disseminated to Committee co-chairs, members, and to the Executive Secretary of the PC/NOPC. The Executive Secretary shall maintain complete records of the Committee's activities in the Office of the Federal Coordinator.

5. TERMINATION

The Committee shall remain in existence until terminated by the PC/NOPC and the Federal Coordinator.

Michael F. Bonadonna

Secretariat, Interdepartmental Committee for Meteorological Services and Supporting Research

Date: _____

12/12/2013