

## TERMS OF REFERENCE

### COMMITTEE FOR OPERATIONAL PROCESSING CENTERS (COPC)

#### WORKING GROUP FOR COOPERATIVE SUPPORT AND BACKUP

#### 1. PURPOSE

The Working Group for Cooperative Support and Backup (WG/CSAB) serves as the executive agent for the Committee for Operational Processing Centers (COPC). The principal focus of the WG/CSAB is to coordinate and document the cooperative support and backup requirements related to the data collection and processing, and the development and dissemination of centralized meteorological, oceanographic, and satellite products within the federal government, which are the responsibility of the major operational processing centers (OPC) of the Departments of Commerce and Defense. The OPCs include the:

- National Centers for Environmental Prediction (NCEP), headquartered in Camp Springs, Maryland.
- Air Force Weather Agency (AFWA), Offutt AFB, Nebraska.
- Fleet Numerical Meteorology and Oceanography Center (FNMOC), Monterey, California.
- Naval Oceanographic Office (NAVOCEANO), Stennis Space Center, Mississippi.
- National Environmental Satellite, Data, and Information Service Office of Satellite Data Processing and Distribution (NESDIS/OSDPD), Suitland, Maryland.

The source of documentation for these requirements is the *Federal Plan for Cooperative Support and Backup Among Operational Processing Centers*. In addition to membership from the OPCs, the National Weather Service Office of Systems Operations (NWS/OSO) (Telecommunications Gateway), which provides communications support for both NCEP and NESDIS/OSDPD), also serves on the working group.

#### 2. MEMBERSHIP

- a. Each organization or activity holding membership on the parent committee, to include NWS/OSO, is entitled to place members and alternates on the working group. Organizations and activities may also have technical advisors or observers on the working group as they desire. Organizations and activities 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 Chairperson to participate in discussions of these matters.

- c. The chairperson of the working group shall be appointed by the parent committee for a 3-year term.
- 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 held at the call of the Chairperson normally between each set of consecutive meetings of the parent committee and shall normally be convened in facilities provided by the Federal Coordinator. Notification of meetings and a draft agenda should be distributed to members of the working group 30 days in advance of the meeting. WG/CSAB will normally meet at least two times per year.
- b. Recommendations to the parent committee 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/CSAB for comment. The final ROA will be distributed to all working group members, and the results of the meeting will be presented to the parent committee.
- e. WG/CSAB may establish additional rules and procedures for the conduct of business. Additionally, joint action groups may be formed by the working group with approval by the parent committee, COPC.

#### 4. REPORTS AND RECORDS

- a. WG/CSAB shall prepare reports and publications identified in this TOR and others as requested by the parent committee, COPC.
- b. When requested, WG/CSAB shall submit inputs, through its parent committee, 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.
  - 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 working group shall be maintained in the Office of the Federal Coordinator.

#### 5. TERMINATION

The working group shall exist until terminated by COPC.

James B. Harrison (signed)  
Executive Secretary, ICMSSR

October 27, 2000