TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR INTEGRATED OBSERVING SYSTEMS (CIOS)

JOINT ACTION GROUP FOR ARCHITECTURE AND DATA MANAGEMENT

1. PURPOSE

The Joint Action Group for Architecture and Data Management (JAG/ADM) fosters cooperation and coordination among the Federal agencies focused on developing standard architecture and data management constructs with a goal of supporting the discovery, access, and provision of data for multiple applications.

The JAG/ADM will:

- a. Survey existing and planned architectures and data management constructs across the weather and climate enterprise with an initial focus on mesoscale networks;
- b. Identify and apply community best practices to support development of architecture and data management standards;
- c. Develop and recommend an architecture and standard data management practices for broad application to mesoscale observations for diverse weather and climate applications;
- d. Coordinate with the Joint Action Group for Metadata (JAG/MD) to promote compatibility between proposed architecture and data management constructs and metadata constructs;
- e. Coordinate with the American Meteorological Society Ad Hoc Committee on Nationwide Network of Networks Architecture Working Group to promote communication and cooperation with non-federal sector stakeholders;
- f. Report progress and accomplishments to CIOS as requested; and
- g. Respond to tasking from CIOS.

2. MEMBERSHIP

- a. Each department or agency holding membership on CIOS is entitled to have members and alternates on the JAG. Departments or agencies may also have technical advisors and observers on the JAG as they desire. In cases where more than one member is named by a department or agency, a lead member will be
designated as primary point of contact for the department or agency. Departments and agencies will maintain a current listing of their participants with the Office of the Federal Coordinator for Meteorology (OFCM).

b. Additional agencies of the U.S. Government may participate as members when matters under consideration are of concern to them. By applying to the Office of the Federal Coordinator and 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 JAG Chairperson is selected from the member agencies and approved by the CIOS.

d. The Federal Coordinator will provide an executive secretary unless special circumstances warrant appointing an executive secretary from one of the member agencies.

3. PROCEDURES

a. Meetings will be called by the Chairperson or at the request of one or more members and will normally be convened in facilities provided by the Federal Coordinator. Normally, notification of meetings and an agenda will be distributed to members of the JAG thirty days in advance of meetings.

b. Meetings will be held with sufficient frequency to assure prompt handling of JAG business.

c. JAG decisions will be by unanimous agreement of all members whose agencies are stakeholders in the decision. Members may abstain from voting without prejudice to the decisions of the JAG. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session or through correspondence circulated to the members by the chairperson or the executive secretary on behalf of the chairperson.

d. If members whose agencies are stakeholders in a decision are unable to reach consensus, the chairperson will forward the matter, fully documented, to CIOS for resolution.

e. The executive secretary will send the draft action items to the JAG members for review and comment within five working days after a meeting. Agencies will be allowed at least five days to submit their comments on the action items to the executive secretary. Once all responses are received, the executive secretary will prepare a brief Record of Actions highlighting the primary topics and issues, including action items with points of contact and projected completion dates. A Record of Actions will be distributed to the JAG members and the executive secretary.
secretary of CIOS within fifteen working days after a meeting.

h. Items for consideration by the JAG will be submitted through the JAG executive secretary.

i. The JAG may establish additional procedures for the conduct of business.

k. These Terms of Reference (TOR) and any subsequent amendment thereto will be approved by the CIOS.

4. REPORTS AND RECORDS

a. The JAG will prepare reports and publications identified in this TOR and others as requested by the CIOS

b. Complete records of the JAG will be maintained in the Office of the Federal Coordinator.

5. TERMINATION

The JAG will exist until terminated by the CIOS.

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Michael R. Babcock      (Date)
Executive Secretary, ICMSSR