

TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR ENVIRONMENTAL SERVICES, OPERATIONS AND RESEARCH NEEDS (C/ESORN)

JOINT ACTION GROUP FOR SEVERE LOCAL STORMS OPERATIONS (JAG/SLSO)

1. PURPOSE

The Joint Action Group for Severe Local Storms Operations (JAG/SLSO) shall promote cooperation among Federal agencies sharing responsibility for watches and warnings of, or appropriate response to, severe convective weather and flooding, in order to protect life and property.

The JAG/SLSO shall be responsible for:

- a. Reviewing, collecting and consolidating agencies' requirements for severe local storms operations;
- b. Reviewing practices and procedures as documented in the National Severe Local Storms Operations Plan (FCM-P11);
- c. Coordinating any changes to FCM-P11, including severe local storm criteria, and procedures within respective agencies;
- d. Updating and preparing a draft FCM-P11 for C/ESORN approval; and
- e. As needed, arrange an interdepartmental workshop on the effect of implementation of new technologies on severe local storms operations. Such a workshop may be held preceding major updates to the Plan.

2. MEMBERSHIP

- a. Each department or agency holding membership on C/ESORN is entitled to place members and alternates on the JAG. Departments or agencies may also have technical advisors or 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 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 Chairperson to participate in discussions of these matters.
- c. The JAG will be chaired by a representative from the agencies represented in C/ESORN and as approved by C/ESORN members.
- 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 Chairperson 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 JAG and to the OFCM 30 days in advance of the meeting.
- b. Meetings shall be held with sufficient frequency to assure prompt handling of JAG business. JAGs normally should meet at least two times per year.
- c. Decisions by the JAG 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 JAG. 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 Chairperson.
- 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 JAG members and the Chairperson(s) and Executive Secretary of C/ESORN 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 Chairperson(s) to the C/ESORN.
- f. Agreements reached by the JAG shall be implemented by member agencies without further action, except:
 - (1) When the agreement is in response to an item referred to the JAG by the C/ESORN, the Chairperson will consult the Chairperson(s) of the C/ESORN to determine whether C/ESORN 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 C/ESORN 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 C/ESORN, review by the C/ESORN will be required.
- g. Items for consideration by the JAG shall be presented through the Executive Secretary of the JAG.
- h. The JAG may establish additional rules of procedure for conduct of business; however, the establishment of additional JAGs must have prior approval of the C/ESORN.
- i. Amendments to these Terms of Reference (TOR) will be made by the C/ESORN.

4. REPORTS AND RECORDS

- a. The JAG shall prepare reports and publications identified in this TOR and others as requested by the C/ESORN.
- b. The JAG shall submit inputs to the C/ESORN 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 Joint Action Group shall be maintained in the Office of the Federal Coordinator.

5. TERMINATION

The JAG shall exist until the completion of the JAG's assigned tasks and/or until terminated by the C/ESORN.

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

3/21/00
(Date)