

TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR ENVIRONMENTAL SERVICES, OPERATIONS, AND RESEARCH NEEDS (CESORN)

WORKING GROUP FOR WEATHER INFORMATION FOR SURFACE TRANSPORTATION (WG/WIST)

1. REFERENCES

- a. Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) Meeting, May 14, 2004.
- b. *Where the Weather Meets the Road—A Research Agenda for Improving Road Weather Services*, National Research Council, 2004.
- c. American Meteorological Society Weather and Highways Policy Forum, Washington, DC, November 4, 2003.
- d. *Weather Information for Surface Transportation—National Needs Assessment Report*, OFCM, December 2002.
- e. Symposia Proceedings:
 - Weather Information for Surface Transportation I: *Delivering Improved Safety and Efficiency for Tomorrow*, November 30 – December 2, 1999, Silver Spring, Maryland.
 - Weather Information for Surface Transportation II: *Preparing for the Future: Improved Weather Information for Decision-Makers*, December 4-6, 2000, Rockville, Maryland.
- f. Federal Committee for Meteorological Services and Supporting Research (FCMSSR) Meeting, September 18, 1998.

2. BACKGROUND

The Weather Information for Surface Transportation (WIST) activities currently underway within the Office of the Federal Coordinator for Meteorology (OFCM) are efforts in response to prior direction provided by the Federal and Interdepartmental Committees for Meteorological Services and Supporting Research (FCMSSR and ICMSSR). In general, both committees directed OFCM to begin the process to define and identify research and technical needs of Federal agencies supporting the Nation's intermodal surface transportation community.

At the May 14, 2004 ICMSSR meeting, the members approved two actions items (Ref a). Action Item 2004-1.2 supported the development and completion of the NOAA/FHWA Partnering Plan which addresses road weather needs. Action Item 2004-1.3 consisted of 3 sub-actions: Part A tasked the Federal Coordinator to establish a Working Group for Weather

Information for Surface Transportation (WG/WIST); Part B called for the WG/WIST to develop a multi-year, Federal WIST research program plan; and Part C tasked WG/WIST to develop a federally coordinated, multi-agency implementation program.

3. PURPOSE

The WG/WIST shall be the principal agent within the OFCM coordinating infrastructure for identifying the research and technical needs and requirements for Federal agencies and their respective stakeholders. Specifically, the WG/WIST shall focus on addressing the recommendations as outlined in the WIST Report (Ref: d).

The WG/WIST will:

- a. Conduct a detailed review of the WIST Report (Ref: d) recommendations and prepare an initial set of appropriate actions to be taken for each recommendation.
- b. Coordinate the development of a multi-year, Federal interagency WIST research program plan. The plan will: (1) reflect input provided by research organizations within the Federal weather and surface transportation communities and (2) provide a vision that can be utilized by the public and private sectors in the development of state and local plans.
- c. Coordinate development of a Federal, multi-agency implementation plan. Prior to publication, the implementation plan will have been coordinated among the participating Federal agencies.
- d. Monitor the implementation of the NOAA/FHWA Partnering Plan which addresses the Nation's road weather needs.
- e. Coordinate any new interagency requirements related to WIST.
- f. Conduct progress and status reviews of ongoing interagency WIST-related activities.

4. MEMBERSHIP

- a. Membership will be drawn from all Federal agencies that are WIST stakeholders; each agency will be invited to provide a primary and alternate member. The WG/WIST will be augmented as needed by non-Federal personnel to provide subject-matter or other expertise. WG/WIST membership will be approved by the Federal Coordinator.
- b. Co-chairpersons will be selected by the Federal Coordinator.
- c. The Federal Coordinator will provide the Executive Secretariat.

5. PROCEDURES

- a. Meetings shall be called by the Co-chairpersons and shall normally be convened in

facilities provided by the Federal Coordinator. A final agenda item for each meeting will be to establish a tentative date for the next meeting. Dates and agenda will normally be finalized 2 weeks prior to meetings. The WG/WIST will normally meet monthly until its business is completed.

- b. WG/WIST 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 WG/WIST. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session or through correspondence (including e-mail) circulated to the members by the Co-chairpersons or the Executive Secretary (on the Co-chairpersons' behalf).
- c. If all members whose agencies are stakeholders in the decision are unable to reach agreement, the Co-chairpersons will report the matter, with full documentation, to the Committee for Environmental Services, Operations, and Research Needs (CESORN).
- d. Action items will be reviewed and agreed upon at each meeting. The Executive Secretary will send the draft action items to the WG/WIST members to review and comment within five working days after a meeting. The Executive Secretary will document the action items along with other major decisions in a brief, informal record of actions (ROA) within 15 working days after a meeting. This record, which may be distributed by e-mail, may also include copies of presentations and other important documentation.
- e. Amendments to these Terms of Reference (TOR) will be approved by the CESORN.

6. REPORTS AND RECORDS

- a. The WG/WIST shall prepare reports and publications identified in this TOR and others as requested by CESORN.
- b. Records of the WG/WIST shall be maintained at OFCM.

7. TERMINATION

The WG/WIST shall exist until terminated by ICMSSR.

Executive Secretary, ICMSSR

(Date)