

TERMS OF REFERENCE
INTERDEPARTMENTAL COMMITTEE
FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)
COMMITTEE FOR OPERATIONAL PROCESSING CENTERS (COPC)

1. PURPOSE

The Committee for Operational Processing Centers (COPC) shall be the principal agent of the Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) for coordinating data assimilation, analysis, and prediction efforts for services and products provided by the Department of Commerce (DOC), through the National Oceanic and Atmospheric Administration (NOAA), and the Department of Defense (DOD) meteorology, oceanography, and satellite operational processing centers. The objectives of the COPC are to:

- a. Promote free and open exchange of information concerning numerical weather and ocean prediction modeling efforts, data resources or problems, and atmospheric, oceanographic, and satellite products.
- b. Develop cooperative agreements for technical support and interface requirements, where appropriate.
- c. Identify areas where expanded coordination efforts are needed and recommend plans of actions.

2. MEMBERSHIP

- a. The permanent representatives of the COPC shall be the Directors/Commanding Officers of the following major meteorology, oceanography, and satellite operational processing centers of the U.S. Government:

- NOAA/National Weather Service's National Centers for Environmental Prediction (NCEP) headquartered at Camp Springs College Park, Maryland.
- NOAA/National Environmental Satellite, Data, and Information Service Office of Satellite and Product Operations (NESDIS/OSPO)'s Office of Satellite Data Processing and Distribution at Suitland, Maryland.
- DOD/Air Force's 557 Weather Wing ~~Air Force Weather Agency~~ at Offutt AFB, Nebraska.
- DOD/Navy's Fleet Numerical Meteorology and Oceanography Center (FNMOC) at Monterey, California.

Formatted: Indent: Left: 0.5", Tab stops: 0.75", List tab + Not at 0.25"

- DOD/Navy's Naval Oceanographic Office (NAVO) at Stennis Space Center, Mississippi.

The chairmanship shall rotate among the five permanent representatives depending on who is serving as host for the COPC meeting.

- b. Additional agencies of the U.S. Government may participate as members 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 to participate in discussions of these matters.
- c. An Executive Secretary shall be provided by the Federal Coordinator for Meteorology (hereinafter called the Federal Coordinator).
- d. Each agency on the Committee shall designate an alternate to its permanent representative. Such designation and changes thereto shall be made by memorandum to the Federal Coordinator.

3. PROCEDURES

- a. ~~a. —~~ Meetings shall be called by any of the cochairs or at the request of any two of the members, the ICMSSR, or the Federal Coordinator. The COPC will normally meet at least twice a year. 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 five members representing the Centers (or their designated alternate). When agreement is not reached, the members 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 ICMSSR for resolution.
- c. COPC sub-groups may be formed as deemed necessary by the members and the Federal Coordinator.
 - (1) Sub-groups may be formed to complete COPC 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 COPC to complete a ICMSSR, COPC, and/or Federal Coordinator tasking; each group will develop and maintain separate terms of reference.
- d. The COPC may establish additional rules and procedures necessary to conduct business.

~~Meetings shall be called by the Chairman or at the request of one or more members and shall normally be convened at the host site. Meetings should be held biannually.~~

- ~~b. Decisions by the Committee shall be on the basis of 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 Committee. 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 Chairman.~~
- ~~c. 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 Chairman to the ICMSSR.~~
- ~~d. Agreements reached by the Committee shall be implemented by member agencies without further action except as follows:
 - ~~(1) When the agreement is in response to an item referred to the Committee by ICMSSR, the Committee will consult the Chairman of the ICMSSR (the Federal Coordinator) to determine whether ICMSSR review is required.~~
 - ~~(2) When the agreement involves a substantial deviation from the approved Federal Plan, review by ICMSSR 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 ICMSSR, review by ICMSSR will be required.~~~~
- ~~e. Items for consideration by the Committee shall be presented through the Executive Secretary of the Committee.~~
- ~~f. The Committee may establish additional rules of procedure for conduct of business; however, the establishment of additional groups must have prior approval of ICMSSR.~~
- ~~g. Amendments to these Terms of Reference (TOR) will be approved by ICMSSR.~~

4. REPORTS

- ~~a. a. The Committee shall prepare reports and publications, as necessary, to complete specific actions or projects or as requested by the ICMSSR.~~
- ~~b. The Committee shall submit inputs through the COPC Executive Secretary to the Secretariat of the ICMSSR 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 members and to the Secretariat of the ICSSR. The Executive Secretary shall maintain complete records of the Committee's activities in the OFCM.

~~The Committee shall prepare reports and publications identified in this TOR and others as requested by ICSSR.~~

~~b. By October 1 of each year, the Committee shall submit to the Executive Secretary of ICSSR a status report that contains:~~

~~(1) Accomplishments of the past fiscal year.~~

~~(2) Activities planned for the forthcoming fiscal year.~~

~~(3) Photographs, diagrams, and other materials which may be of value for inclusion into the annual Federal Plan for Meteorological Services and Supporting Research.~~

~~(4) 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 members and to the Chairman and the Executive Secretary of ICSSR. Complete records of the Committee and its working groups shall be maintained in the office of the Federal Coordinator.~~

5. TERMINATION

The Committee shall remain in existence until terminated by the ICSSR.

Secretariat~~Executive Secretary~~, ICSSR

(Date)