

TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR OPERATIONAL ENVIRONMENTAL SATELLITES (COES)

1. PURPOSE

The Committee for Operational Environmental Satellites (COES) shall advance the goals of the Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) to achieve interagency coordination in planning for use of sustained environmental satellite systems to support federal meteorological and oceanographic operational services providers and their customers. The objectives of the COES are to:

- a. Ensure interagency review and coordination of approved requirements for operational environmental satellite programs.
- b. Promote an open dialog concerning environmental satellite systems development, satellite data systems architecture, continuity plans, data exploitation readiness plans.
- c. Consider potential use of research satellite capabilities to augment operational systems in meeting user needs, and plans to transition research data into operational products and new applications.
- d. Facilitate working-level relationships between Federal members and other stakeholders to effectively resolve interagency issues with regard to the availability of environmental satellite data and products from future systems.
- e. Establish dialog with other standing groups currently engaged in various aspects of environmental satellite and data readiness and exploitation, including: U.S. Global Earth Observing (USGEO) program, Committee for Earth Observing Satellites (CEOS), Coordinating Group for Meteorological Satellites (CGMS), Geostationary Operational Environmental Satellite (GOES) User conference, and other relevant user groups.
- f. Coordinate with the Committee for Operational Processing Centers (COPC) on issues of mutual interest, i.e. data availability and data assimilation, and share information.
- g. Address other matters as directed by the ICMSSR.
- h. Provide regular updates to the ICMSSR and other elements of the Federal Coordination Infrastructure as necessary.

2. SCOPE

The COES will address matters concerning long-term and sustained satellite space or ground systems used by or planned for use by the federal meteorological and oceanographic service providers. Sustained satellite observation systems support the ongoing, regular delivery of public services which are critical to lives and property, as well as significant data and information to both short- and long-term research programs. The COES will generally not address matters concerning experimental satellite observation systems not designed for sustained use by the operational service providers, except as noted above to address transitioning research data into operational products and new applications

The COES provides an interagency forum to provide valuable service provider feedback and input to those organizations responsible for the development and operations of satellite systems.

3. MEMBERSHIP

The Committee for Operational Environmental Satellites (COES) is comprised of representatives from Federal departments and agencies with a direct interest in improving the planning for and the utilization of data from sustained environmental satellite systems.

- a. COES will be led by two cochairs. NOAA and DOD will designate a representative from one of the organizations to serve as cochair of the committee:
 - National Oceanic and Atmospheric Administration (NOAA)
 - National Environmental Satellite Data and Information Service (NESDIS)
 - National Weather Service (NWS)
 - Department of Defense (DOD)
 - Air Force Director of Weather (USAF)
 - Oceanographer and Navigator of the Navy (USN)
- b. Cochairs will serve a two-year appointment. NOAA cochairs will rotate between NWS and NESDIS. DOD chairs will rotate between the USAF and USN. Rotations will be staggered between NOAA and DOD each year.
- c. The following additional organizations are invited to participate in the COES as members, technical advisors, or observers:
 - U.S. Department of Agriculture
 - Department of Defense
 - US Army and US Army Corps of Engineers
 - Department of Energy
 - Department of Homeland Security,
 - Federal Emergency Management Agency
 - U.S. Coast Guard
 - Department of the Interior
 - Bureau of Land Management
 - U.S. Geological Survey
 - Department of Transportation
 - Federal Aviation Administration
 - Federal Highway Administration
 - National Aeronautics and Space Administration, Science Mission Directorate
 - National Science Foundation, Atmospheric and Geospace Sciences Division
- d. Other Federal organizations may participate on the committee 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 by the Chairman to participate in discussions as subject-matter experts.
- e. An Executive Secretary shall be provided by the Federal Coordinator for Meteorology (hereinafter called the Federal Coordinator).

3. PROCEDURES

- 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 COES will normally meet at least twice a year. One of these meetings should be scheduled approximately two to three weeks before the ICMSSR meets. 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 co-chairs (or their designated alternate) when possible, and must also include agreement by COES members whose agencies are parties to the decision and/or subsequent action. When agreement is not reached, the co-chairs 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. COES sub-groups may be formed as deemed necessary by the co-chairs, the ICMSSR, and the Federal Coordinator.
 - (1) Sub-groups may be formed to complete COES 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 COES to complete a ICMSSR and/or Federal Coordinator tasking; each group will develop and maintain separate terms of reference.
- d. The COES may establish additional rules and procedures necessary to conduct business.

4. REPORTS

- 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 COES Executive Secretary to the Executive Secretary 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 co-chairs, members, and to the Executive Secretary of the ICMSSR. The Executive Secretary shall maintain complete records of the Committee's activities in the OFCM.

5. TERMINATION

The Committee shall remain in existence until terminated by the ICMSSR and the Federal Coordinator.

Michael F. Bonadonna

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Secretariat, Federal Meteorological Coordination
Office of the Federal Coordinator for
Meteorological Services and Supporting Research