

# CHARTER

of the

## INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

### 1. OFFICIAL DESIGNATION:

The Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) is established in support of Public Law 87-843 (1962) and the Department of Commerce (DOC) issued Implementation Plan (1964) by the Federal Committee for Meteorological Services and Supporting Research (FCMSSR).

### 2. PURPOSE AND SCOPE

The ICMSSR supports the FCMSSR and provides a formal mechanism for interagency coordination on implementing national policy relating to, and developing plans and procedures for, cooperative federal agency efforts in the development, acquisition, continuous operability, and increased effectiveness of meteorological services for the Nation.

The ICMSSR will maintain cognizance of the activities of the National Science and Technology Council's Committee on Environment, Natural Resources and Sustainability (CENRS) and its subcommittees, and will cooperatively engage with CENRS as appropriate.

This charter and other ICMSSR proceedings are not budget documents and do not imply any resource commitments by the member agencies. However, ICMSSR deliberations, decisions, and/or products may be used to inform agency and federal government budget processes.

### 3. FUNCTIONS

- a. Promote cooperative efforts on federal meteorological services and supporting research.
- b. Review and formally approve the release of federal documents generated by the OFCM designated with "By direction of" authority as delegated to the ICMSSR or the Federal Coordinator by the FCMSSR.
- c. Oversee various subordinate committees and working groups approved by the FCMSSR to address specific elements of federal meteorological coordination. The OFCM provides administrative, executive, and logistical support for this framework of subcommittees and working groups.
- d. Establish, continue, or terminate subordinate groups as proposed and managed by the OFCM.

4. ORGANIZATION AND MEMBERSHIP

- a. The FCMSSR is the senior body within the Federal Meteorological Coordinating Infrastructure.
- b. The ICMSSR is directly subordinate to the FCMSSR.
- c. The Chairperson of ICMSSR shall be nominated by and selected from the Members of the Committee to serve a one-year term. Terms may be extended by one year with majority consent of the members. The Federal Coordinator will serve as Vice-Chair.
- d. The members of the ICMSSR are senior executives from federal agencies with programs that provide, support, and/or rely upon meteorological services and supporting research to meet agency requirements.
- e. The Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) provides management and administrative support to the ICMSSR as directed by the FCMSSR through the Federal Coordinator for Meteorology and the Secretariat for Federal Meteorological Coordination.
- f. The following departments and organization shall be invited to participate on the ICMSSR:
  - Department of Agriculture (USDA)
  - Department of Commerce (DOC)
    - National Oceanic and Atmospheric Administration (NOAA):
      - National Weather Service (NWS)
      - National Environmental Satellite and Information Service (NESDIS)
      - Office of Atmospheric Research (OAR)
  - Department of Defense (DOD):
    - United States Air Force (USAF)
    - United States Navy (USN)
    - United States Army (USA)
  - Department of Energy (DOE):
    - Office of Science
    - National Nuclear Security Administration
  - Department of Homeland Security (DHS):
    - Office of Science and Technology (DHS S&T)
    - Federal Emergency Management (FEMA)
    - United States Coast Guard (USCG)
  - Department of Interior (DOI):
    - United States Geological Survey (USGS)
    - Bureau of Land Management (BLM)
    - National Park Service (NPS)
  - Department of State (DOS)
    - Bureau of Oceans and International Environmental and Scientific Affairs (OES)
  - Department of Transportation (DOT):

- Federal Aviation Administration (FAA)
  - Federal Highway Administration (FHWA)
  - National Science Foundation (NSF)
  - National Aeronautics and Space Administration (NASA):
    - Earth Science Division
    - Heliophysics Division
    - Joint Agency Satellite Division
  - Nuclear Regulatory Commission (NRC)
  - Environmental Protection Agency (EPA)
  - National Transportation Safety Board (NTSB)
  - Executive Office of the President (EOP)
    - Office of Science and Technology Policy (OSTP)
    - Office of Management and Budget (OMB)
- g. Each agency shall designate an alternate. Such designation and changes thereto shall be made by memorandum to the OFCM.
- h. Subject to the concurrence of the members, other agencies of the U. S. Government, public organizations, and industry organizations having a substantial interest in specific matters may be invited by the Chairman to participate in discussions of these matters. Only Federal employees may serve as voting members.
- i. The Federal Coordinator will appoint Executive Secretaries managed by the Secretariat for Federal Meteorological Coordination to support the ICMSSR and its subordinate groups.

## 5. PROCEDURES

The following rules of procedure shall govern the ICMSSR:

- a. Meetings shall be called by the Chairman, or at the request of one or more members, and shall be convened in facilities provided or arranged by the Federal Coordinator for Meteorology. The ICMSSR shall meet at least twice per year to support FCMSSR responsibilities. The OFCM shall provide telecon and web conferencing support.
- b. Decisions by the ICMSSR shall be on the basis of agreement by all voting members. A member may abstain from voting, without prejudice, on decisions of other members. A member may reserve taking a position on any matter pending agency clearance or instructions. Decisions may be reached in formal sessions, by telephone conference, email, or by individual approval of documents circulated to all members.
- c. The Federal Coordinator or any member may suggest items for ICMSSR consideration.
- d. Agendas and Records of Actions (ROA) shall be prepared and disseminated in a timely manner by the Secretariat. ROA's shall contain sufficient detail to show the issue, positions taken on agenda items by the members, and any resulting Action Items.

- e. The Secretariat will maintain membership rosters of the ICMSSR and all subordinate committees and groups. The member agencies will inform the Secretariat of roster changes.
- f. The ICMSSR may establish additional rules of procedure required for conduct of business and for governing the operation of subordinate committees and groups.
- g. The Federal Coordinator, on the recommendation of the ICMSSR, may revise these terms of reference.

6. TERMINATION

This Charter expires five years after the date of signature. The ICMSSR may vote on extending, terminating, or modifying the Charter prior to the expiration date.

Approved:



Date: \_\_\_\_\_

6/30/17

Ben Friedman  
Chair, Federal Committee for Meteorological Services  
and Supporting Research  
Deputy Under Secretary for Operations  
Performing the duties of Under Secretary  
of Commerce for Oceans and Atmosphere  
and NOAA Administrator