

## TERMS OF REFERENCE

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

#### COMMITTEE FOR OPERATIONAL ENVIRONMENTAL SATELLITES (COES)

#### WORKING GROUP FOR INTERAGENCY COORDINATION OF COMMERCIAL WEATHER DATA (WG/ICCWD)

### 1. PURPOSE

The Working Group for Interagency Coordination of Commercial Weather Data (WG/ICCWD) shall advance the goals of the Committee for Operational Environmental Satellites (COES) and Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) to achieve actionable interagency coordination on approaches to purchasing space-based commercial weather data for operational use within the Federal Weather Enterprise.

### 2. SCOPE

The WG/ICCWD will address the need to coordinate commercial weather data buys as a result of the NOAA Fiscal Year 2020 President's Budget Request which includes funds for the first U.S. Government purchase of space-based commercial weather data for operational use. The WG/ICCWD will develop reports containing agreed upon approaches to acquisition, sharing, and use of space-based commercial weather data purchased by any U.S. Government agency.

The WG/ICCWD is an interagency forum that provides a forward-looking perspective on agency plans and objectives of interest to the Federal meteorological and space weather communities, and allows valuable service provider feedback and input to those organizations responsible for the development and operations of satellite systems. The WG/ICCWD works closely with the Committee for Operational Environmental Satellites (COES) on issues of mutual interest, e.g., satellite data exchange.

### 3. RESPONSIBILITIES

The specific objectives and responsibilities of the WG/ICWWD are to:

- a. Enable interagency review and coordination of commercial weather data plans for acquisition, evaluation, and use and share relevant information among members.
- b. Provide and exchange status on continuity plans and data exploitation readiness plans in order to facilitate intra- and interagency planning.
- c. Facilitate working-level relationships between Federal members and other stakeholders to effectively resolve interagency issues regarding the availability of commercial weather data and products from future systems.
- d. Collect interagency input for national and international meetings and request feedback

afterwards.

- e. Sustain a routine interagency dialog on commercial environmental satellite data exploitation projects.
- f. Address other matters as directed by the COES or ICMSSR.
- g. Provide regular annual updates to the COES and other elements of the Federal Coordination Infrastructure as necessary.

#### 4. MEMBERSHIP

The WG/ICCWD is comprised of representatives from Federal departments and agencies with a direct interest in improving the planning for and the utilization of commercial weather data.

- a. WG/ICCWD will be led by three co-chairs. NOAA, DoD and NASA will designate a representative from one of the organizations to serve as co-chair of the committee:
  - National Oceanic and Atmospheric Administration (NOAA)
    - National Environmental Satellite Data and Information Service (NESDIS)
  - Department of Defense (DoD)
    - Air Force Director of Weather (USAF)
  - National Aeronautics and Space Administration (NASA)
- b. Co-chairs will serve a two-year appointment.
- c. The following additional organizations are invited to participate in the COES as members, technical advisors, or observers:
  - Department of Defense
    - US Navy
  - Department of Energy
  - Department of the Interior
    - U.S. Geological Survey
  - National Science Foundation, Atmospheric and Geospace Sciences Division
- d. Other Federal organizations may request to participate in the committee through the Office of the Federal Coordinator for Meteorology. The Executive Secretary will seek WG/ICWWD consensus on changes to the Committee membership.
- e. Public, commercial, or academic individuals or organizations having a substantial interest in specific issues may be invited by the Chairman to participate in discussions as subject-matter experts with concurrence of the members.
- f. An Executive Secretary shall be provided by the Federal Coordinator for Meteorology.

#### 3. PROCEDURES

- a. Meetings shall be called by any of the Co-chairs or at the request of any two of the members,

the ICMSSR, or the Federal Coordinator. The WG/ICCWD will normally meet at least four times each 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 thirty 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 WG/ICCWD 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. Sub-groups may be formed, as necessary, by the Co-chairs, the ICMSSR, and the Federal Coordinator to perform WG/ICCWD functions. Each group will develop and maintain separate terms of reference.
  - (1) Working Groups (WGs) perform specific enduring functions.
  - (2) Joint Action Groups (JAGs) perform short duration tasks with defined deliverables.
  - (3) The WG/ICCWD may form Informal Action Teams of limited duration to perform functions on an ad-hoc basis.
- d. The WG/ICCWD may establish additional rules and procedures necessary to conduct business.
- e. The WG/ICCWD will brief the ICMSSR annually.

#### 4. REPORTS

- a. The Working Group shall prepare reports and publications, as necessary, to complete specific actions or projects or as requested by the ICMSSR.
- b. The Working Group shall submit inputs through the WG/ICCWD Executive Secretary to the Executive Secretary of the ICMSSR for inclusion in the Federal Weather Enterprise (FWE) Strategic Plan and Annual Budget Coordination Report. These inputs should contain:
  - (1) Progress on the stated goals and objects of the FWE Strategic Plan.
  - (2) Accomplishments and planned activities.
  - (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. OFCM will maintain a public website containing publicly releasable WG/ICCWD material.

#### 5. TERMINATION

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

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

\_\_\_\_\_  
Federal Coordinator  
Office of the Federal Coordinator for  
Meteorological Services and Supporting Research