

TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

WORKING GROUP FOR TROPICAL CYCLONE OPERATIONS AND RESEARCH

1. PURPOSE

The Working Group for Tropical Cyclone Operations and Research provides a forum for interagency coordination and collaboration on operations and research activities related to tropical cyclones.

The Working Group shall be responsible for:

- a. Addressing issues related to tropical cyclone operations, including observing, data communications, modeling, forecasting, reconnaissance, and other agreed-upon concerns.
- b. Soliciting suggested additions, deletions, and changes to the National Hurricane Operations Plan, determining which of those inputs should be incorporated into the plan, and publishing an updated plan annually at the beginning of May.
- c. Participating in the coordination of tropical cyclone research.
- d. Supporting the development of the agenda for the annual Tropical Cyclone Operations and Research Forum / Interdepartmental Hurricane Conference.
- e. Empowering subordinate joint action groups (JAGs) or committees, as necessary, to accomplish specific projects or tasks. The Chairman, on consensus of the group, will appoint subgroup leads.
- f. Reporting to ICMSSR periodically on the working group's activities and accomplishments, and considering other matters as directed by ICMSSR.

2. MEMBERSHIP

- a. Each department or agency holding membership on ICMSSR is entitled to place members and alternates on the working group. Departments or agencies may also appoint technical advisors or observers as they desire. In cases where more than one member is named by a department or agency, a lead member will be designated to serve as primary point of contact of the department or agency. Departments and agencies shall keep the Office of the Federal Coordinator for Meteorology (OFCM) apprised of their current participants.
- b. The working group will normally be chaired by a National Hurricane Center representative.
- c. An executive secretary will be provided by the Federal Coordinator unless special circumstances warrant appointing an Executive Secretary from one of the participating agencies.

3. PROCEDURES

- a. Meetings shall be called by the Chairman or at the request of one or more members. Normally, notification of meetings and an agenda will be distributed to members of the working group 7 days in advance of the meeting.
- b. Meetings shall be held with sufficient frequency to assure prompt handling of

working group business. The WG/TCOR will meet in person in conjunction with the annual TCFORF / IHC to finalize changes to the NHOP. WG/TCOR members are highly encouraged to participate in person.

- c. Decisions by the working group shall be based on 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 working group. Members may reserve their position pending agency clearance or instructions.
- d. If all members representing agencies that are a party to actions pursuant to a decision are unable to reach agreement on the item, the opposing views, fully documented, will be forwarded by the Chairperson to ICMSSR for consideration and resolution.
- e. Action items will be tracked by the Executive Secretary and periodic updates on the status of action items will be provided to working group members.
- f. Items for consideration by the working group shall be presented to the group's executive secretary, who will prepare and coordinate meeting agenda.

4. REPORTS AND RECORDS

- a. The working group shall prepare reports and publications identified in this TOR and others as requested by the ICMSSR.
- b. Records of working group activities shall be maintained in the Office of the Federal Coordinator.

5. TERMINATION

The working group shall exist until terminated by ICMSSR.

----- Signed -----

11/24/2017

Michael F. Bonadonna, Executive Secretary, ICMSSR

Date