

## TERMS OF REFERENCE

### INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR) COMMITTEE FOR ENVIRONMENTAL SERVICES, OPERATIONS AND RESEARCH NEEDS (CESORN)

#### ADVISORY COMMITTEE ON WATER INFORMATION (ACWI) SUBCOMMITTEE ON HYDROLOGY (SOH)

#### SATELLITE TELEMETRY INTERAGENCY WORKING GROUP (STIWG)

##### I. Sponsorship:

The Satellite Telemetry Interagency Working Group (STIWG) is jointly sponsored by the Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) and the Advisory Committee on Water Information (ACWI). The STIWG will report directly to the Committee for Environmental Services, Operations and Research Needs (CESORN) of the ICMSSR and the ACWI Subcommittee on Hydrology (SOH).

##### II. Purpose, scope, applicability, and function:

- A. **Purpose:** The STIWG is a user group for the Geostationary Operational Environmental Satellite (GOES) Data Collection System (DCS).
- B. **Scope:** The STIWG will capture, advise, inform, and promote GOES DCS user requirements in order to ensure the best use and operations of the satellite relay and ground systems
- C. **Applicability:** Subject to availability of resources and consistent with applicable legal regulations, participating organizations will implement GOES DCS user requirements, as recommended by the STIWG and jointly approved by ACWI-SOH and ICSSMR/CESORN.
- D. **Function:** The STIWG will advise the manager of the Satellite Data Collection System of the National Oceanic and Atmospheric Administration (NOAA) National Environmental Satellite Data and Information Service (NESDIS) on matters concerning satellite data relay user requirements as they relate to hydrologic, meteorological, oceanic, and other environmental data; promote current information exchange including the sharing of data, research and development results, and other technical information among agencies; and undertake projects to benefit the GOES DCS community.

##### III. Membership:

- A. As a subordinate group to an approved Federal Advisory Committee, namely ACWI, the STIWG shall have a membership open to government agencies, non-governmental organizations as well as private sector entities and individuals.

- B. The membership will include organizations that have an active role in capturing, advising, informing, and promoting GOES DCS user requirements in order to ensure the best use and operations of the satellite relay and ground systems.
- C. An organization that pledge to actively support STIWG may become a voting member by informing the Chair in writing of their desire to participate. Active support includes attending meetings, drafting documents, reviewing and commenting on documents, presenting, and contributing staff time, funding, or other resources. During meetings, the Chair will announce membership applications received up to two weeks before the meeting. Applicants will become members at the next meeting. Each member organization may designate a representative and alternate to the STIWG.
  - 1. The NESDIS GOES DCS Program Manager will participate as a non-voting member.
  - 2. Unless otherwise specified, the NOAA National Weather Service voting member will coordinate and represent concerns and items of interest from the international agencies and users of the satellite data relay systems.
  - 3. The Office of the Federal Coordinator for Meteorological (OFCM) Services and Supporting Research will appoint an Executive Secretary to help maintain a list of all STIWG members, collect attendance, document STIWG meetings, and record decisions. All related STIWG meeting minutes and actions will be kept on file at the OFCM and shared electronically with the ACWI-SOH.
- D. Representatives or alternates of member organizations are expected to attend all meetings. If a member organization is not represented at 50 percent of the meetings in any fiscal year (October 1 to September 30), the Chair may remove the organization from the membership rolls. An organization can be reinstated one year later by informing the Chair to renew their membership.
- E. The Chair and Co-Chair of the STIWG will be determined by consensus of the members. Normally, both the Chair and Co-Chair will rotate biennially among the member agencies. A rotational list will be kept by the STIWG Executive Secretary.

#### IV. Meetings and Procedures:

- A. Meetings, either in-person or via teleconference, shall be called by the Chair or at the request of one or more members to carry out a specific task. Notification of meetings and an agenda will be distributed to members of the STIWG two weeks prior to meetings. A final agenda item for each meeting will be to establish a tentative date for the next meeting. The STIWG will normally meet two times a year.
- B. STIWG decisions will be by unanimous agreement of all members whose agencies are stakeholders in the decision (i.e. agencies which are parties to the decision or subsequent action). Members may abstain from voting without prejudice to the decisions of the STIWG. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session or through correspondence (including e-mail) circulated to the members by the Chair or the Executive Secretary (on the Chair's behalf).

- C. Voting normally occurs at the meetings by the voting member organizations in attendance, either present physically or on teleconferencing. Each member organization who cannot attend to vote may submit their vote in writing to the chairperson prior to or after the meeting. The use of e-mail is acceptable. Each voting member organization shall have one vote, cast by either the designated representative or its alternative.
- D. When consensus is not reached on significant questions, the matter will be referred to the CESORN and the ACWI-SOH, as appropriate, for resolution. If all members whose agencies are stakeholders in the decision are unable to reach agreement, the Chair will report the matter, with full documentation, to the CESORN and the ACWI-SOH for resolution.
- E. Action items will be reviewed and agreed upon at each meeting. The Executive Secretary will send the draft action items to the STIWG members for review and comment within 5 working days after a meeting. The Executive Secretary will document the action items along with other major decisions in a brief, informal Record of Actions (ROA) within 20 working days after a meeting. This record, which may be distributed by e-mail, may also include copies of presentations and other important documentation. The formal ROA will be completed in 30 working days after a meeting and will be made available to all interested parties.
- F. Coordination among STIWG members will be effected at meetings, by correspondence, e-mail, or by documented telephone calls.
- G. The STIWG will provide the NESDIS Satellite Data Collection System's Manager written notification of proposed actions/requirements of the STIWG. The NESDIS Satellite Data Collection System's Manager will provide formal written response to the STIWG notifications.
- H. The STIWG may establish internal procedures and/or ad hoc subgroups to conduct business.
- I. The STIWG may establish cost sharing among the member agencies. Agencies not involved in a STIWG project may abstain from voting on the project and from contributing financially to the project. Executing funding agreements is subject to the availability of funds from the member agencies.
- J. Amendments to these Terms of Reference (TOR) will be approved by the CESORN and the ACWI-SOH.

V. Reports and Records:

The STIWG will prepare meeting minutes (ROAs), reports, and publications.

- A. The Chair of the STIWG will report current activities (1) to the ICMSSR / CESORN and (2) to the ACWI-SOH as appropriate or as requested.
- B. The STIWG will coordinate with and provide an update briefing to the OFCM Committee on Operational Satellites COES annually.
- C. STIWG records, including meeting minutes, reports, and publications, shall be maintained at the OFCM and the SOH. The Executive Secretary shall assist the Chair to distribute these information to the OFCM and the SOH contact points.

VI. Termination:

The STIWG will remain in existence until terminated by joint action of the ICMSSR and the ACWI.

VII. Authority:

- A. The STIWG will work under the subcommittee as part of the water information Coordination Program mandated by OMB memorandum No. 92-01, dated December 10, 1991. The workgroup reports to the Subcommittee of ACWI that operates under the Federal Advisory Committee Act (FACA). The workgroup is not separately chartered under FACA.
- B. The STIWG is also authorized to operate with the federal coordinating infrastructure of the Office of the Federal Coordinator for Meteorological Services and Supporting Research as established in Section 304 of Public Law 87-843.

This STIWG TOR is approved by the CESORN of the ICMSSR and ACWI-SOH.

\_\_\_\_\_  
Michael F. Bonadonna  
Executive Secretariat, CESORN  
Executive Secretariat, ICMSSR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Secretary, ACWI

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Hom  
Chair, ACWI-SOH

\_\_\_\_\_  
Date