

**COMMITTEE FOR ENVIRONMENTAL SERVICES, OPERATIONS AND RESEARCH NEEDS
AND SUBCOMMITTEE ON HYDROLOGY**

**CHARGE FOR THE
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) ([organization chart](#)) and the Advisory Committee on Water Information ([ACWI](#)). STIWG will report directly to the Committee for Environmental Services, Operations and Research Needs ([C/ESORN](#)) of the ICMSSR and the [Subcommittee on Hydrology](#) (SOH) of [ACWI](#) ([organization chart](#)).

II. Purpose:

- A. The STIWG is a user group for the GOES Data Collection System (GOES DCS).
- B. The STIWG will advise the manager of the Satellite Data Collection System of the National Environmental Satellite Data and Information Service (NESDIS) on matters concerning satellite data relay user requirements as they relate to hydrologic, meteorologic, oceanic, and other environmental data; will promote current information exchange including the sharing of data, research and development results, and other technical information among agencies; and will undertake projects to benefit the GOES DCS community.
- C. The STIWG will be subject to the direction of and will report activities to the [C/ESORN](#) and the SOH of [ACWI](#) in order to facilitate the integration of satellite data relay user requirements with the design and operation of satellites and ground systems.

III. Membership:

- A. Federal, state, and international agencies are encouraged to participate as members of the STIWG when matters of concern to them are involved.
 - 1) Only Federal agencies using satellite data relay systems are eligible for voting membership on the STIWG.
 - 2) Each Federal entity is entitled to one official voting member and a designated alternate provided:
 - a. It is a significant user of the GOES DCS, or
 - b. it contributes financially to STIWG projects.
 - 3) Non voting state and international agencies may appeal their concerns to a voting member or attend a STIWG meeting and express their concerns.
 - 4) Unless otherwise specified, the NOAA National Weather Service voting member will coordinate and represent concerns of interest from the international members and users of the satellite data relay systems.
 - 5) STIWG will maintain a current listing of its voting members and alternate(s) on

file with the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) and, through the [SOH](#) of [ACWI](#). The Secretary of the STIWG is responsible for keeping a list of all voting members.

- 6) The manager of the Satellite Data Collection System of NESDIS represents NESDIS as a non voting member of the STIWG.
- B. The Chair and Secretary of the STIWG will be determined by consensus of official voting agency representatives. Normally, both the Chairperson and Secretary will rotate annually among the voting member agencies. To avoid a potential conflict of interest, the NOAA STIWG members will not be eligible for the Chair, but are eligible to serve as the STIWG Secretary. A rotational list will be kept by the STIWG Secretary.

II. Meeting and Procedures:

- A. Meetings will normally be three times a year or at the call of the Chairperson upon 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.
- B. All decisions will be on the basis of unanimous agreement by the voting members whose agencies are parties to the decision or subsequent action.
- C. Voting is normally done at the meetings by the voting members in attendance, either physically present or participating by teleconferencing. Voting members who cannot attend a meeting in which a vote is required may submit their votes in writing to the chairperson prior to or after the meeting. The use of email is acceptable. If at any meeting in which there is an issue that requires a vote from an agency's representative, and that representative is not present and has not submitted a vote to the chairperson in writing, the result of the vote will be delayed until the chairperson can obtain a vote from all required voting members.
- D. When consensus is not reached on significant questions, the matter will be referred to the [C/ESORN](#) or the SOH, as appropriate, for resolution.
- E. The official agency representative will act as the agency spokesperson in matters of concern to STIWG. The agency representative will coordinate STIWG issues with each member's respective agency.
- 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 committees 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.

III. Reports:

- A. STIWG will prepare reports and publications needed to fulfill the purposes of the STIWG as requested by the OFCM or the SOH of [ACWI](#).
- B. Minutes of STIWG meetings will be provided 30 days after the meeting to all STIWG members and be available for all interested parties.
- C. Chairperson of the STIWG will report current activities (1) to the [Subcommittee on Hydrology](#) meetings and (2) to [C/ESORN](#) meetings, as appropriate or as requested.

IV. Termination:

The STIWG will remain in existence until terminated by joint action of ICMSSR and [ACWI](#).
Dates of Approval Approved by Committee for Environmental Services, Operations and Research Needs (C/ESORN) of Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR), and Subcommittee on Hydrology (SOH) of Advisory on Water Information (ACWI)

(Signed, June 30, 2006)

James B. Harrison
Executive Secretary, ICMSSR

Chair, C/ESORN

(Signed, July 3, 2006)

(Signed, July 3, 2006)

Toni M. Johnson
Executive Secretary, ACWI

S. Samuel Lin
Chair, SOH