

# **Chief Financial Officer/Chief Administrative Officer (CFO/CAO) Council**

## **Terms of Reference**

### **Purpose:**

The NOAA Chief Financial Officer/Chief Administrative Officer Council serves as the principal forum for the NOAA CFO/CAOs to share effective financial and/or administrative management practices and information. It is the body that works with the NOAA Chief Financial Officer/Chief Administrative Officer to establish NOAA-wide financial and/or administrative management policies, procedures and practices. The Council supports the NOAA Executive Panel (NEP) by reviewing and providing recommendations on issues referred by the NEP for Council consideration.

### **Membership:**

Chair, NOAA CFO/CAO

Vice-Chair, NOAA Deputy CFO and Director of Budget (for financial issues), or Vice-Chair, NOAA Deputy CAO (for administrative issues)

Line and Staff Offices:

National Weather Service CFO/CAO

National Ocean Service CFO/CAO

National Environmental Satellite, Data, and Information Service CFO/CAO

Office of Oceanic and Atmospheric Research CFO/CAO

National Marine Fisheries Service CFO/CAO

Office of Marine and Aviation Operations Chief, Resource Management

As necessary, the Chair will invite subject matter experts to address agenda items.

### **Roles and Responsibilities:**

The NOAA CFO/CAO chairs the meetings and sets the agenda. The NOAA Deputy CFO serves as the vice-chair for CFO issues and the NOAA Deputy CAO serves as vice-chair for CAO issues. As necessary, the appropriate vice-chair will officiate at meetings in the absence of the chair. Standing committees and working groups are established as necessary to consider items of concern of the Council. Currently approved standing committees are enumerated in the Charter section below.

### **Decision Making Process:**

For corporate cost expenditures that occur out of the standard corporate cost cycle, the responsible Council will bring a proposal to the CFO/CAO Council. When making corporate cost decisions, the CFO/CAO Council will operate by consensus vote. If consensus can be reached, the decision will be final. If there is not consensus, the decision will be elevated to the NEP. Consensus means that each voting member either agrees with the proposal or accepts the proposal (can live with it). Nonconsensus means that at least one member votes against the proposal.

Corporate cost decisions go through the budgeting process that is already established, which involves review by OFA, the CFO/CAO Council and the NEP. All corporate costs

decisions, even if agreed to at the CFO/CAO Council through consensus, will need final approval from the NEP.

For issues that do not relate to corporate cost expenditures, decisions will be accomplished by informed consensus. The Chair will strive for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

**Charter:**

The CFO/CAO Council shall meet monthly. The NOAA Deputy CFO and/or Deputy CAO will coordinate the agenda by soliciting input in advance from the Council Members. The agenda will be approved by the NOAA CFO/CAO and distributed with discussion materials two days in advance of the meeting. Time for discussion on topics that Members may want to raise will be included in the agenda.

A series of NOAA Councils/Boards support the CFO/CAO Council by providing their expertise on specific activities across NOAA. Topics to be discussed by the CFO/CAO Council will be reviewed as necessary by the appropriate group, with recommendations being provide to the CFO/CAO Council. The following Councils/Boards constitute standing CFO/CAO subordinate bodies:

- Finance Committee
- NOAA CAMS Committee
- NOAA Facilities Committee
- NOAA Grants Committee
- NOAA Human Resources Committee

The Office of Budget will prepare meeting minutes within 5 working days of a meeting and provide them to Members for comment within an additional 3 working days.

**Contact Person:** NOAA CFO/CAO

# NOAA Chief Information Officer Council

## Terms of Reference

### Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Chief Information Officer (CIO) Council advances the management and utilization of information technology (IT) to achieve NOAA corporate goals and objectives. The CIO Council accomplishes this by establishing enterprise wide IT policies, procedures, standards, and practices. Best practices promulgated by DOC, OMB, and the Federal CIO Council are coordinated and integrated by the council. In addition, the CIO Council oversees NOAA wide IT projects and operations which are funded via organizational cost distribution and other projects as tasked by the NOAA CIO, or NOAA management. The Council approves and prioritizes the NOAA OCIO budget including projects and services supported by NOAA corporate funds.

### Membership:

- Chair: Carl P. Staton, NOAA CIO, 301-713-9600, ext. 179, [Carl.Staton@noaa.gov](mailto:Carl.Staton@noaa.gov).
- Executive Secretariat: Robert H. Kidwell (OCIO), 301-713-3525, ext. 196, [Robert.H.Kidwell@noaa.gov](mailto:Robert.H.Kidwell@noaa.gov).
- Members:
  - Principals
    - NESDIS CIO
    - NMFS CIO
    - NOS CIO
    - NWS CIO
    - OAR CIO
    - NMAO CIO
    - CAO CIO
- Contact person: John Villemarette (OCIO), 301-713-3555, ext. 210, [John.E.Villemarette@noaa.gov](mailto:John.E.Villemarette@noaa.gov).
- Committees:
  - Information Technology Security Committee
  - Enterprise IT Architecture Committee
  - Network Advisory Committee
  - Geospatial Information Systems (GIS) Committee
  - Enterprise Messaging Committee
  - High Performance Computing and Communications Committee

### Roles and Responsibilities:

- Members:
  - Actively participate in Council meetings and initiatives.
- Council:
  - Establish and oversee enforcement of NOAA IT policies and standards

- Serve as the NOAA Information Technology Review Board as part of NOAA's IT capital planning process.
  - Provide corporate oversight of NOAA's IT systems and activities.
  - Analyze IT alternatives and risks.
  - Evaluate, select and implement activities and provide coordination that could improve NOAA's IT to better support NOAA's program goals in a more cost-effective manner.
- Committees:
    - Serve the Council as resources to help address, research, define, analyze, develop, and promote specific subject areas/programs assigned to them.
  - Meeting Frequency:
    - Bi-weekly.

**Decision-Making Process:**

Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA Executive Panel (NEP) through a NEP member.

**Charter:**

- Created by Acting Under Secretary Gudes on March 5, 2000, and in response to Secretary Evan's June 13, 2001 memorandum on "Strengthening Commerce Information Technology Management".
- Requirements Drivers:
  - Capital Planning requirements of the Clinger-Cohen Act, OMB, and the Department.
  - IT Architecture requirements of the Clinger-Cohen Act, OMB, and the Department.
  - NOAA Strategic Plan direction to maintain and improve its technology infrastructure in order to enhance its scientific productivity through seamless sets of observational and forecast products, advanced high-bandwidth networks, super-computing capabilities, and support for increasingly flexible sources for the delivery of information.
  - NOAA's Program Review recommendations on improvement of IT in NOAA.

## **Education Council**

### **Terms of Reference**

#### **Purpose:**

The NOAA Education Council discusses NOAA-wide education-related policy matters and makes recommendations on education matters to NOAA leadership.

#### **Membership:**

Council members represent NOAA's Line Offices, Staff Offices and Program Offices, including special representation for Offices whose education activities are specifically authorized by statute.

Those activities include:

Educational Partnership Program with Minority-Serving Institutions.

National Marine Sanctuary Program

National Sea Grant Program

National Estuarine Research Reserve Program

Ocean Exploration Program

Council members are appointed by the heads of Line Offices, Staff Offices or Program Offices. The Council is chaired by the Director of NOAA's Office of Education and Sustainable Development, who is an *ex officio* Council member. The Director of the NOAA Central Library is also an *ex officio* member.

#### **Roles and Responsibilities:**

NOAA's Office of Education and Sustainable Development serves as the Secretariat for the NOAA Education Council by scheduling meetings, developing agendas based on input from Council members and keeping records of proceedings.

The Council meets quarterly, or as needed. At least one meeting per year is scheduled to coincide with a regular meeting of the NOAA Science Advisory Board.

The Council may authorize the formation of task-specific working groups, using volunteers from all parts of NOAA to collaborate on education projects, programs and related activities.

#### **Decision Making Process:**

Decisions will be accomplished by informed consensus. The Chair will strive for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

#### **Charter:**

The NOAA Education Council is the primary forum in the agency for the discussion of ideas and proposals for NOAA-wide education and outreach activities and priorities. In conjunction with NOAA's Office of Education and Sustainable Development, the

Council also monitors the implementation of NOAA's Strategic Plan for Education and makes recommendations to NOAA management on all aspects of NOAA's educational activities.

The human and financial resources required to operate the Council are drawn entirely from the approved budget of the Office of Education and Sustainable Development.

**Contact Person:** Marlene Kaplan, 202-482-3384

## **Human Capital Council Terms of Reference**

**PURPOSE:** The purpose of the Human Capital Council is to bring together all functions within NOAA associated with people in order to advance a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. The Council serves as the principal forum through which issues affecting workforce excellence across NOAA are discussed and addressed. Challenges for consideration by the Council will focus around implementation of the goals associated with NOAA's Strategic Workforce Management Plan and diversity plan/program, including the following:

- Align human capital policies, programs, processes, and systems to support accomplishment of the NOAA mission, vision, goals, and priorities.
- Recruit, hire, develop, and retain a diverse workforce with the competencies necessary to accomplish the Agency mission.
- Continuous organizational improvement and feedback, and management accountability for managing diversity, promoting a workplace free of discrimination and harassment, and addressing issues that impact productivity, retention, and mission accomplishment in order to create a responsive, high-performance culture.
- Ensure NOAA has the leadership with the technical and managerial knowledge and skills needed to accomplish its strategic goals and priorities.
- Promote knowledge-sharing, continuous learning and improvement, and a climate of open communications.
- Serve as a focal point for the "Workforce Management Program" under the Mission Support Sub-goal under the NOAA Planning, Programming, Budgeting and Execution System (PPBES) process.

The Council may also consider:

- Topics requested by any of its members
- Topics referred by the NOAA Executive Panel (NEP) or NOAA Executive Council
- Tentative decisions of any of the Committees supporting the Council, at the request of the Committee or the Council Chair.

[NOTE: The Council will not be responsible for approval of NOAA EEO Policy Statements. The EEO Program Committee will not bring EEO policy issues or specific discrimination complaint information to the HCC for consideration.]

### **Voting Membership**

- Chair - Director, Workforce Management Office
- Chairs of the EEO Program, Diversity, Training and Workforce Management Committees
- Senior executive representative from up to three Line Offices and one staff office (LO/SO representation will be rotated).

### **Advisors:**

- Director, NOAA HR Programs and Plans Division
- Director, Office of Diversity

- Other ad hoc advisors, based on the issue or at the request of the Chair.

The Council will be particularly sensitive to the appropriate and timely involvement of Union organizations representing NOAA employees on policies and issues that will have a labor relations impact. Any member or advisor may send a designee to a meeting so long as the designee is empowered to act on behalf of the member or advisor. As necessary, the Chair will invite subject matter experts to address agenda items.

### **Contact Person - Chair**

### **Committees that Support the Council:**

- EEO Program Committee
- Diversity Committee
- Training Committee
- Workforce Management Committee

### **Roles and Responsibilities:**

- **Members** - discuss and decide issues before the Council; as assigned perform projects for the Council
- **Council** – decision making or recommending body on NOAA wide human capital/workforce issues
- **Committees** per established charters
- **Meeting Frequency** - monthly, with special meetings as required

### **Decision Making Process:**

Council decisions and recommendations will be accomplished by informed consensus. The Chair will strive for consensus on every issue. Consensus means that each voting member either agrees with the proposal or accepts the proposal (can live with it). Non-consensus means that one (or more) members votes against the proposal. Where consensus is not achieved, Chair will have 51% of the vote. Any member of the Council may request that a decision made by the Council be elevated to the NEP for discussion; in turn, the NEP may request that any decision made by the Council be elevated to the NEP.

### **Charter:**

The Human Capital Council was established to ensure that NOAA-wide workforce issues are effectively addressed to recruit and advance a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. The Council serves as the principal forum to address issues affecting workforce excellence across NOAA, and through which such issues that require Senior NOAA decisions are raised to the NEP or the NEC.

- The Council shall meet at least monthly, with special meetings as required.
- The Chair sets the agenda based on input from members and others.
- The Chair shall arrange for Council Secretariat. Draft minutes of all meetings are published within 2 workdays of a meeting and finalized within 5 workdays.
- Standing Committees and working groups are established as necessary to consider items of concern of the Council. Committees may make decisions within their purview without referring to the Council or may provide recommendations to the Council for consideration.

# **International Affairs Council**

## **Terms of Reference**

### **Purpose:**

The National Oceanic and Atmospheric Administration's interests and perspective are global given NOAA's broad mission. Consequently, its international interests are significant and demand attention at the highest levels of the organization. To advance NOAA's mission, the Office of International Affairs provides policy advice and support with respect to negotiations, partnerships, and other NOAA international interests and activities. The purpose of this Charter is to establish the International Affairs Council (IAC) that will be NOAA's focal point for international policy, activities, and important crosscutting topical areas. Using the Council, NOAA international affairs will be managed using matrix management principles to ensure coordination, cooperation, and communication on international activities, and to enhance the visibility of NOAA's international activities and accomplishments.

### **Membership:**

This Charter establishes a NOAA International Affairs Council (IAC). Council members represent NOAA's Line Offices (LO) and Staff Offices (SO), including special representation for other offices or individuals as appropriate. The Deputy Assistant Secretary for International Affairs (DAS/IA) chairs the Council.

The executive in charge of each of the following NOAA entities shall appoint a Council member:

- Oceanic and Atmospheric Research (OAR)
- National Marine Fisheries Service (NMFS)
- National Ocean Service (NOS)
- National Weather Service (NWS)
- National Environmental Satellite and Data Information Service (NESDIS)
- Office of General Counsel (OGC)

In addition, the executives in charge of the following offices may appoint a Council member as necessary and appropriate:

- Office of Marine and Aviation Operations (OMAO)
- Office of Finance and Administration (OFA)

### **Roles and Responsibilities:**

Following matrix management principles, representatives to the International Affairs Council will have a dual reporting chain – to the DAS/IA and to their respective LO/SO executives. For the purposes of reporting, issues will be classified pursuant to topical areas; the authority to assign issues residing with the IAC.

Protocols will be developed by the IAC and used to guide actions relative to key elements including communication, international interests, and interactions with other federal agencies.

**Decision Making Process:**

To ensure that a corporate NOAA is able to respond effectively to its global challenge, the international affairs of the agency must be organized such that multi-directional coordination is possible through the use of the Council. Decisions in the IAC will be accomplished by informed consensus. The Council will develop specific standards and operating procedures attendant to the tasks of the IAC. The Chair will strive for consensus on all issues, however, in the absence of consensus final decisions will be made by the Chair.

**Charter:**

The IAC is the advisory, information sharing, and coordinating group at the center of NOAA's international affairs management process. It is also responsible for making recommendations, through the Deputy Assistant Secretary for International Affairs, to the NOAA Executive Council (NEC) concerning international policy, objectives and priorities. Meetings of the IAC can be requested by either the DAS/IA or a member of the IAC, although meetings will be at the call of the DAS as needed and annually to address strategic planning, budget priorities, and resource issues.

**Contact Person:** Bill Brennan, 202-482-6076

# **Minority Serving Institutions (MSI) Council**

## **Terms of Reference**

### **Purpose:**

The NOAA MSI Council was established by the NOAA Under Secretary in 1999 to increase NOAA's interactions with minority serving institutions, namely Historically Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges and Universities. The Council was formed to address the dramatic under-representation of minorities receiving degrees in the NOAA related sciences. Statistics from the National Science Foundation show that of the 17,347 doctoral degrees granted in NOAA-related sciences in 2000 (the most recent data available as of July 2002 ), 1.9 % were granted to African Americans, 2.3% were granted to Hispanics, and 0.3% were granted to American Indians and Alaska Natives. Furthermore, NOAA statistics indicate that 3.8% of scientists and engineers employed by NOAA are African Americans, 1.8 % are Hispanics, and .25 % are American Indians and Alaska Natives. In contrast these groups make up 26% percent of the U.S. population (African Americans, 12.3 %, Hispanics, 12.5%, and American Indians and Alaska Natives 1%).

### **Membership:**

The MSI Council operates under the auspices of NOAA Research and is chaired by the Deputy Assistant Administrator for OAR.

The Council is comprised of:

- NOAA Research Deputy Assistant Administrator
- NOAA Fisheries Deputy Assistant Administrator
- NOAA Satellite & Data/Deputy Assistant Administrator
- National Weather Service Deputy Assistant Administrator
- National Ocean Service Deputy Assistant Administrator
- OMAO Deputy Director
- Finance & Administration/Deputy Chief Financial Officer
- Finance & Administration/Deputy Chief Administrative Officer
- Office of Civil Rights Director

### **Roles and Responsibilities:**

- The Director of the Educational Partnership Program with Minority Serving Institutions Office acts as Executive Secretariat.
- The MSI Council has broad advisory capacities to improve the interaction of NOAA with minority serving institutions. Findings and recommendations are documented in the minutes and members charged with actions update the Council on the status at the following meeting, or within a designated time frame.
- Ad hoc groups or subcommittees are formed, as necessary, to carry out Council activities. These groups may consist of Council members, other NOAA employees,

outside experts and volunteers, as appropriate. Ad hoc groups are automatically disbanded at the conclusion of its specific assignment.

**Decision Making Process:**

The MSI Council will strive to for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

**Charter:**

The MSI Council will coordinate the activities of NOAA Line and Staff Offices to support current interactions with MSIs and the expansion of those interactions. The Council will also make recommendations for improvement in the following areas:

- A. Funding opportunities for MSIs;
- B. Participation by MSI faculty and staff in NOAA activities including interpersonnel agreements (IPA's), faculty/staff exchanges, competitive review panels, and summer research opportunities.
- C. Participation in teaching and collaborative research by NOAA employees at MSIs;
- D. Providing a forum to communicate and assess the impact of new programs, legislation, procedures, and policy changes at MSIs.

**Contact Person:** Jacqueline Rousseau (301) 713-9437

# Observing Systems Council

## Terms of Reference

### Purpose

The **Observing System Council** is the principal advisory body to the Under Secretary for NOAA's Earth observation and environmental observation-related data management (end-to-end collection, processing, storage, archiving, accessing, and disseminating) activities. It also serves as NOAA's principal coordinating body to the White House Committee on Environment and Natural Resources (CENR) Subcommittee on Earth Observations. Specific tasks include:

- Provide recommendations to the NOAA Executive Panel (NEP) on requirements, architectures, and acquisitions to meet NOAA, national, and international observing needs.
- Oversee the work of the NOAA Observing Systems Architect, providing guidance in the development of the NOAA Integrated Global Environmental Observation and Data Management System architecture.
- Work with local, state, regional, national, and international partners to develop global-to-local environmental and ecological observation and data management systems for comprehensive, continuous monitoring of coupled ocean/earth/atmosphere/land domains.

### Membership

#### Co-Chairs:

- NOAA Satellite and Information Services Assistant Administrator NOAA  
Weather Services Assistant Administrator

#### Executive Secretariat and Contact Person:

- NOAA Satellite and Information Services

#### Principals

##### Senior Representatives from:

NOAA Program Planning and Integration (PPI)  
NOAA Fisheries (NMFS)  
NOAA National Weather Service (NWS)  
NOAA Ocean Service (NOS)  
NOAA Research (OAR)  
NOAA Marine and Aviation Operations (NMAO)  
NOAA Chief Information Officer (OCIO)  
NOAA Satellite and Information Service (NESDIS)  
NOAA Program Analysis and Evaluation (PA&E)

#### Advisor

- NOAA Observing Systems Architect

#### Staff

- NOAA Observing Systems Architect office

#### **Committees**

The Council may form committees to achieve specific tasks. Such committees may include persons who are not Members of the Council, but the Council will seek to include a Council Member on all committees. Committees will use the same decision making process followed by the Council. The Council may terminate committees at will.

#### **Roles and Responsibilities**

Participate in the planning and programming phases of the annual PPBES cycle to foster a NOAA Program to advance NOAA's efforts in efficiently and effectively developing an integrated global environmental and data management system.

- Provide corporate oversight of the Observing Systems Architect
- Review observing systems requirements
- Identify gaps in NOAA observations
- Review architecture alternatives
- Analyze architecture alternatives and risks
- Recommend acquisition of appropriate observing systems to meet NOAA, national, and international architecture requirements
- Maintain cognizance over NOAA observing systems activities while coordinating NOAA participation in national and international Earth observation efforts (e.g., Ad Hoc Group on Earth Observations)

#### Members

- Attend council meetings
- Identify line office points of contact for interaction with NOAA Observing Systems Architect

**Meeting Frequency:** Hold meetings at least quarterly.

#### **Decision Making Process**

Decisions will be normally reached by consensus. The Co-Chairs will strive for consensus on every issue, but maintain 51% of the vote. Therefore, the Co-Chairs make the final decision when consensus is not achieved.

**Contact Person:** Mike Crison, NESDIS (301) 713-2458

[michael.crison@noaa.gov](mailto:michael.crison@noaa.gov)

## **NOAA Ocean Council Terms of Reference**

### **Purpose:**

The NOAA Ocean Council (NOC) is established as the principal advisory body to the Administrator and focal point for the agency's ocean activities and interests, including open ocean, near shore, coastal, estuarine and Great Lakes activities. Specific purposes of the Council include, among others deemed as appropriate:

- Coordinating ocean activities across NOAA, including with other councils.
- Proposing priorities and investment strategies for NOAA ocean-related initiatives (both internal and external).
- Identifying NOAA's ocean and coastal programs that have the greatest potential to benefit from integration via a matrix management approach.
- Coordinating NOAA's participation in the interagency National Oceanographic Partnership Program (NOPP).

### **Membership:**

#### ***Leadership***

- NOAA Oceans and Coasts Assistant Administrator (Co-Chair)
- NOAA Fisheries Assistant Administrator (Co-Chair)

#### ***Principals***

- NOAA Oceans and Coasts
- NOAA Fisheries
- NOAA Satellites and Information
- NOAA Research
- NOAA Weather Service
- NOAA Marine and Aviation Operations
- NOAA Program Planning and Integration

#### ***Participating and Advisory***

- NOAA Program Analysis and Evaluation
- NOAA Legislative Affairs
- NOAA Public Affairs
- NOAA Education Council
- NOAA Observing System Council
- NOAA Research Council
- NOAA International Affairs Council
- NOAA Platform Allocation Council
- NOAA Finance
- NOAA Administration
- NOAA General Counsel

### **Executive Secretariat:**

Policy Planning and Analysis Division, NOAA Oceans and Coasts

**Roles and Responsibilities:**

The NOAA Ocean Council shall provide recommendations to the NOAA Executive Panel. The Assistant Administrators of NOAA Oceans and Coasts and NOAA Fisheries will co-chair the Council. The Council will:

- Provide the NOAA strategy for leadership on national and international ocean issues.
- Serve as a cross-line office advisory committee on the management of ocean programs and activities within NOAA and with external partners.
- Develop recommendations to improve coordination of ocean activities within NOAA through mechanisms such as partnerships and matrix programs.
- Develop recommendations to improve customer service and product delivery, both nationally and through enhanced local and regional coordination and communication.
- Develop performance measures for NOAA's ocean and coastal activities that are linked to the NOAA Strategic Plan performance measures. This will include the responsibility to develop and state the expected outcomes and/or benefits of NOAA's investment in ocean activities.
- With respect to NOPP, the NOAA Ocean Council shall:
  - Maintain cognizance over all NOAA interests in NOPP activities and coordinate NOAA preparations for participation in the National Ocean Research Leadership Council (NORLC) and its associated efforts (e.g., the Interagency Working Group, the Ocean.US Executive Committee, the Ocean Research Advisory Panel (ORAP), and the Federal Oceanographic Facilities Committee (FOFC)).
  - Identify activities and funds to be proposed for NOPP consideration, including, where appropriate, the use of NOPP for proposal solicitations by NOAA Line Offices and the coordination of these solicitations with partner agencies.

**Decision Making Process:**

Meetings will be held monthly. The Council may establish permanent or temporary subordinate bodies as needed.

Decisions will be accomplished by informed consensus of all members. The Chairs will strive for consensus on every issue. At their discretion, the Co-Chairs may submit an issue to a vote of the principal Council members. Notwithstanding a vote of the principals, the Co-Chairs maintain 51 percent of the vote and have final decision making authority when consensus is not achieved.

## **NOAA Fleet Council Terms of Reference**

### **Purpose:**

The NOAA Fleet Council is established as the principal advisory body to the Administrator and serves as the focal point for the agency's ship and aircraft platforms, including their missions, naming, funding, staffing, safety, maintenance, repair and replacement, including major equipment thereon. Specific purposes of the Council include, among others as deemed appropriate:

- Allocation of NOAA and charter ship and aircraft time to support NOAA's research and operational programs and missions, including approval of significant deviations (greater than five days) from approved schedules.
- Assist with the planning, coordination and communication of platform requirements to NOAA Program Managers to ensure they are effectively represented in the Planning, Programming, Budgeting and Execution System (PPBES).
- Proposing priorities and investment strategies for ship and aircraft Fleet Modernization Plans in order to provide the most efficient means to support NOAA's programs and strategic goals.
- Coordination and review of NOAA's participation in the Federal Oceanographic Facilities Committee, including the exchange of information on long-range plans regarding the construction, deactivation or chartering of research platforms.

### **Membership:**

#### *Leadership*

- NOAA Marine and Aviation Operations (Chair)

#### *Principals*

- NOAA Satellites and Information
- NOAA Weather Service
- NOAA Oceans and Coasts
- NOAA Fisheries
- NOAA Research
- NOAA Program Planning and Integration

#### *Participating and Advisory*

- NOAA Program Analysis and Evaluation
- NOAA Program Managers
- NOAA Goal Team Leads
- NOAA Legislative Affairs
- NOAA Ocean Council
- NOAA Observing Systems Council
- NOAA Research Council
- NOAA Education Council
- NOAA Finance
- NOAA Safety Council

### *Working Groups*

- Fleet Working Group
- Instrumentation Working Group
- Remotely Operated Aircraft Working Group
- Autonomous Underwater Vehicles Working Group

### **Executive Secretariat:**

Program Services and Outsourcing Division, NOAA Marine and Aviation Operations.

### **Roles and Responsibilities:**

The NOAA Fleet Council shall provide decisions or recommendations to the NOAA Executive Panel for review. The Director, NOAA Marine and Aviation Operations, will chair the Council. Principal Members will consist of senior Line Office representatives. The Council will:

- In coordination with NOAA Program Managers, review proposals for ship and aircraft operations presented by or through the user-representatives, and establish relative priorities for the use of NOAA and charter ship and aircraft resources.
- Assist and make recommendations on any examinations of the efficiency by which ships and aircraft support NOAA programs, and provide the necessary actions to correct any deficiencies.
- Establish permanent or temporary subordinate bodies on relevant issues as necessary, which may include persons who are not Members of the Council.
- Maintain cognizance of Regional User Meetings, encouraging maximum participation of appropriate personnel, and review meeting results from a practical operational perspective.
- Coordinate with the NOAA Safety Council on matters associated with providing a safe working environment in ship and aircraft operations.
- Advise and comment on the Aircraft Replacement, Fleet Replacement, Marine Operations and Maintenance, Aircraft Services and other applicable Program Baseline Assessments.
- Assist with the formulation of the Strategic Plan and Annual Guidance Memorandum in areas associated with ship and aircraft operations.

### **Decision Making Process:**

Meetings will be held monthly or as required. The Executive Secretariat will coordinate the agenda of the meetings and be responsible for recording minutes. Unless otherwise objected to, Council business may be discussed and decisions may be made electronically between regularly scheduled meetings. Business conducted in this manner will be reflected in the following meetings minutes.

Decisions will be accomplished by informed consensus of all Principals or their designated alternates. The Chair will strive for consensus on every issue, and at their discretion may submit an issue for a vote. Notwithstanding a vote of the Principals, the Chair maintains 51 percent of the vote and will have final decision making authority when consensus is not achieved or there is an absence of a quorum.

# NOAA SAFETY COUNCIL

## Terms of Reference

**Purpose:** The NOAA Safety Council works in partnership with the NOAA Chief Administrative Officer (CAO) to support the effective implementation of the NOAA Safety Program and NOAA Safety Policy. Line/Staff Office involvement in helping to shape and implement the NOAA Safety Program is critical to the success of the Program. The specific roles and responsibilities are outlined below.

### Membership:

Chairperson: NOAA Chief Administrative Officer  
Bill Broglie  
301-713-0836 (105)  
[William.Broglie@noaa.gov](mailto:William.Broglie@noaa.gov)

#### Members:

- Director, Safety and Environmental Compliance Office
- NOS
- NWS
- NMAO
- OAR
- NESDIS
- Staff Offices

Executive Secretariat: Thomas Altvater, 301-713-2870x132,  
[Thomas.Altvater@noaa.gov](mailto:Thomas.Altvater@noaa.gov)

**Roles and Responsibilities:** The Council shall perform the following functions:

- Review and comment on the NOAA Strategic Plan to ensure that safety is appropriately addressed.
- Assist in the development of the annual Program Baseline Assessment and Program Plan for the NOAA Safety Program, in accordance with PPBS.
- Review proposed changes in the NOAA Safety Policy or other supplemental guidance, and recommend changes, as appropriate.
- Review and approve annual Line/Staff Office safety action plans and performance measures to ensure that these support the NOAA safety program.
- Identify opportunities for NOAA-wide improvements in the Safety Program.

The Council shall meet monthly, unless *ad hoc* special meetings are required to address time sensitive issues.

**Decision Making Process:** Decisions in all Councils will be accomplished by consensus (i.e., no one votes “thumbs down” on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote; therefore, the Chair makes the final decision or elevates the decision to the NEP when consensus is not achieved.

**Charter:** The NOAA Safety Council was created by action of the NOAA Executive Council (decisions reached at the NEC meeting on 12/10/2003) in response to recommendations to improve the NOAA Safety Program. The scope of the Council is delineated in the NOAA Safety Policy. The policy complies with Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), and sections 6 and 19 of the Occupational Safety and Health (OSH) Act of 1970.

The Council exists to support the commitment made in the Safety Policy that “NOAA shall provide a workplace environment and operations free of known hazards that could place employees at risk of injury,” and the goal of NOAA’s Safety Program of zero accidents. The Council promotes both the NOAA safety culture (making safety a priority) and effective NOAA management of the safety program by formulating and recommending safety policy through the NOAA Executive Panel to the Under Secretary/Administrator, and by providing guidance to NOAA Line and Staff offices on safety issues.

# **NOAA Research Council**

## **Terms of Reference**

### **Purpose**

The NOAA Research Council performs corporate oversight of NOAA research and development.

### **Membership**

The Research Council consists of the Chief Scientists of each of the line offices, or line office designee, and a representative of the Office of Program Planning and Integration. A representative from the Office of Finance and Administration will service as an ex-officio member. The Chair of the Council will be from the Office of Oceanic and Atmospheric Research.

### **Roles and Responsibilities**

- Formulates and recommends scientific policy to the Under Secretary/Administrator and provides guidance to NOAA Line and Program Offices on scientific and technological issues;
- oversees a continual process of independent peer evaluation to determine the quality and relevance of NOAA's science and technology programs, products, services, and professional staff, and recommends where and how improvements should be made;
- establishes criteria and develops a review process for reviews of all research and development programs. Reviews would be conducted by the Research Council using NOAA Science Advisory Board (SAB) mechanisms;
- ensures all NOAA services are based on sound science, NOAA research programs are designed to improve existing NOAA services or establish the basis for needed new services; and NOAA's research laboratories are meeting the agency's mission goals;
- fosters sound research strategies and scientific program development within NOAA to meet long-range societal needs and emerging scientific and technological opportunities.
- ensures NOAA's research investment follows best practices and is applied consistently across NOAA following OMB criteria, for example:
  - review the NOAA SAB charter and recommend changes;
  - work with the NOAA SAB to support science and research activities of the agency. In addition to its current responsibilities, the SAB would advise the NOAA Research Council;
  - ensures research is directed to operations and operations are receptive to research. This programmatic and strategic balance should also be reflected in the budget process; and reports to the NOAA Executive Council
  - promotes and emphasizes Federal Geographic Data Consortium compliant metadata for all research projects and grants
  - promotes and emphasizes data archive

### **Decision Making Process:**

The Research Council will meet about four times per year, with occasional meetings called by the Chair. Each meeting will last 1-2 days. Decision-making meetings require a

majority of Council members to be present and will be held in the Washington DC/Silver Spring, MD area. Teleconferencing and videoconferencing will be utilized as necessary.

The Council, with the support of Council staff and line and program offices, will collect and analyze information to support its recommendations and its oversight responsibilities. Decisions will be accomplished by informed consensus. The Chair will strive for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

The Research Council will report to the NOAA Executive Council (NEC) The NEC will oversee the Agency's Research and Development investment (budget) in directed and exploratory research, regardless of how the funds are appropriated or where the funds are spent.

### **Charter**

The Research Council is responsible for corporate level oversight of NOAA research regardless of the manner in which research is conducted.

The Research Council formulates and recommends scientific policy to the Under Secretary/Administrator, and provides guidance to NOAA Line and Staff offices on scientific and technological issues.

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