

# **APPENDIX B**

## **TERMS OF REFERENCE**

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

#### **WORKING GROUP FOR DISASTER IMPACT ASSESSMENTS AND PLANS: WEATHER AND WATER DATA (WG/DIAP)**

##### **1. PURPOSE**

The Working Group for Disaster Impact Assessments and Plans: Weather and Water Data (WG/DIAP) coordinates the interagency acquisition, dissemination, and exchange of weather and water data, especially highly perishable data, for weather and water related environmental disasters. These data are used for the assessment of impacts to national resources and infrastructure, for scientific and engineering research, and to supplement emergency response operations when feasible.

Primary responsibilities include:

- Oversight and management of the National Plan for Disaster Impact Assessments: Weather and Water Data
- Promotion of cooperation among the participating agencies and their affiliates regarding disaster impact assessment procedures and responses to events causing significant impact to national resources and infrastructure
- Promotion of education, training, and outreach programs related to disaster impact to national resources and infrastructure
- Coordination of event-driven wind and water data collection and documentation activities.

The working group is intended to obtain or facilitate collection of data needed for implementation of the:

- Consumer Option for an Alternative System to Allocate Losses (COASTAL) Act of 2012
- National Windstorm Impact Reduction Act Reauthorization of 2015
- Applicable Emergency Support Functions outlined in the National Response Framework.

Data uses include:

- Characterization and assessments of flood, surge, wave or wind damage
- Assessment of tornado damage and determination of tornado tracks
- Determination of the effectiveness and benefits of storm protection and damage reduction measures
- Assessment of the performance of storm surge, ocean wave generation/transformation, hurricane forecast, and hurricane surface wind-field models, and aid improvement thereof
- Identification of the mechanisms involved in damaged or failed coastal projects and structures

- Augmentation of the body of information used in the preparation of hurricane response measures including evacuation planning
- Assessment of the adequacy of codes and standards used in coastal construction
- Delineation of coastal hazard zones.

## 2. NATIONAL PLAN

Weather and water data acquisition procedures addressed by the National Plan for Disaster Impact Assessments should address the following:

- Weather and Water Events
  - Land-falling tropical cyclones (Hurricanes/Typhoons and Tropical Storms)
  - Coastal extra-tropical storms (e.g., Nor'easters)
  - Severe convective outbreaks (e.g., Tornadoes, Thunderstorms)
  - Major Riverine and Flash Flooding
  - Tsunamis
  - Coastal and Lake Winds, and Wind-driven Waves
  - Glacier Dammed Lake outburst flooding potential
  - Other significant windstorms and flooding events
- Ongoing coordination mechanisms for quick-response surveys
- Sources of baseline (pre-event) data
- Funding mechanisms

## 3. MEMBERSHIP

a. The membership of the WG/DIAP includes the following:

- DOI/U.S. Geological Survey (USGS)
- DOD/U.S. Army Corps of Engineers (USACE)
- USDA/Natural Resources Conservation Service (NRCS)
- DHS/Federal Emergency Management Agency (FEMA)
- DOC/NOAA/National Weather Service (NWS)
- DOC/NOAA/National Ocean Service (NOS)
- DOC/National Institute of Standards and Technology (NIST)

Affiliate Members:

- The American Association for Wind Engineering (AAWE)
- Coasts, Oceans, Ports and Rivers Institute (COPRI), American Society of Civil Engineers
- The Digital Hurricane Consortium (DHC)

b. In addition to the membership listed in paragraph a. above, each organization or activity holding membership on the ICMSSR is entitled to place representatives on the working group. Furthermore, each working group representative may include alternates, technical advisors, and observers. A list of all working group participants will be maintained by the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM).

- c. By applying to the OFCM, other federal agencies may participate when matters under consideration are of concern to them. These agencies may become members upon concurrence of the ICMSSR. With the concurrence of the members of the working group, organizations (e.g., public, private, industrial, academic) having substantial interest in specific matters may be invited to participate in meetings and activities as affiliate members. Significant contentious issues will be raised to the ICMSSR.
- d. Co-chairs of the working group, for weather and water data respectively, will be appointed for a 2-year term with option for renewal, upon recommendation of the WG/DIAP. Co-chair appointments may rotate among member agencies or by agreement of those members.
- e. An Executive Secretary will be provided by the OFCM unless special circumstances warrant appointing an Executive Secretary from one of the participating agencies.

#### 4. PROCEDURES

- a. Meetings, either in-person or via conference call, shall be held at the discretion of the Co-chairs as necessary to transact the business of the WG. In-person meetings shall normally be convened in facilities provided or arranged by the Federal Coordinator. Notification of meetings and a draft agenda will be distributed to members of the working group by the Executive Secretary. Any member may submit agenda items to the Co-chairs or the Executive Secretary.
- b. Quorums for WG meetings shall require the attendance of at least 50 percent of current member agencies.
- c. WG decisions will be by consensus agreement of all members whose agencies are stakeholders in the agenda or decision. Members may abstain from voting without prejudice to the decisions of the WG. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session, conference calls or through correspondence (including e-mail) circulated to the members by the Co-chairs or the Executive Secretary (on the Co-chairs' behalf).
- d. If all members whose agencies are stakeholders in the decision are unable to reach agreement, the Co-chairs will report the matter, with full documentation, to the ICMSSR.
- e. Following each meeting, the Executive Secretary will draft and distribute a draft Record of Actions (ROA) highlighting the primary topics and issues, to include action items, for comment, correction, or suggestion. Once all responses and inputs are received, the Executive Secretary will prepare a revised draft ROA, and will submit the final draft of the ROA to the next meeting of the working group for approval.
- f. The WG/DIAP may establish additional rules and procedures for the conduct of business as required
- g. The WG/DIAP may establish subordinate Joint Action Groups or Subgroups, as necessary, to address specific data sectors or accomplish specific projects or tasks. The Co-Chairs, on consensus of the group, will appoint subgroup leads.

#### 5. REPORTS AND RECORDS

- a. The WG/DIAP shall report on appropriate issues as requested at meetings of the ICMSSR.
- b. The WG/DIAP shall prepare reports and publications identified in this TOR and others as requested by the ICMSSR.

c. When requested, WG/DIAP shall submit inputs to the Office of the Federal Coordinator's activity reports. These inputs should contain:

- Accomplishments and planned activities.
- A brief discussion on matters of interest to the ICMSSR.
- Information which may be of value for inclusion in the annual Federal Plan for Meteorological Services and Supporting Research.

d. Complete records of the working group shall be maintained in the Office of the Federal Coordinator.

6. DURATION

The WG/DIAP shall exist until terminated by the ICMSSR.

--- Signed -----

5/9/2016

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Michael F. Bonadonna  
Secretariat, ICMSSR

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