

OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND
SUPPORTING RESEARCH (OFCM)

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND
SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR OPERATIONAL PROCESSING CENTERS (COPC)

WORKING GROUP FOR COOPERATIVE SUPPORT AND BACKUP (WG/CSAB)

WORKING GROUP FOR OBSERVATIONAL DATA (WG/OD)

DRAFT UPDATE -- TERMS OF REFERENCE

1. PURPOSE

The Working Group for Observational Data (WG/OD) facilitates the acquisition (collection), processing, exchange, and management of observational data and metadata among the Federal Agencies and associated National Operational Processing Centers (OPCs), and, takes into consideration the recommendations of intergovernmental organizations such as the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) on global data issues. Primary focus areas:

- Facilitate the acquisition, processing, exchange, coding, and management of meteorological, oceanographic, and space environmental data and metadata
- Facilitate interagency management of World Meteorological Organization data standards and procedures (e.g. WIGOS, OSCAR/Sfc)
- Provide an interface between the OPCs, their research and development partners in the Joint Center for Satellite Data Assimilation (JCSDA), and the other national data and prediction centers for the purpose of coordinating and satisfying National requirements for observational data
- Coordinate data formatting standards and coding where practical and the implementation of approved data product enhancements and new data products
- Coordinate observational data issues that overlap related responsibilities of other OFCM committees and COPC groups
- Assist the OPCs and related data centers to acquire the maximum quality and optimum quantity of observational environmental data streams required for assimilation into their respective processes by:
 - a. Documenting requirements for data acquisition, processing, exchange and archival including research data required for operational systems
 - b. Monitoring member requests for data and the successful delivery of requested data
 - c. Sharing information on problems in data acquisition and data concerns with the goal of receipt of quality data
 - d. Sharing information on problems with data quality, metadata issues, and data usefulness
 - e. Collaborating on new techniques, sources of data, data formats, and decoding

- f. Assist NCEP/NCO in maintaining accurate metadata in the OSCAR/Sfc database and OPCs in maintaining accurate station libraries that are consistent with OSCAR/Sfc.
- g. Facilitate exchange of real-time data counting reports and monthly summaries of data among the OPCs, with each agency counting in a uniform fashion
- h. Identify agency points of contact for information pertaining to environmental data types, data distribution, and agency responsibilities
- i. Facilitate acquisition of relevant new types of data such as those provided by unmanned aircraft systems (UAS), commercial aircraft, and autonomous and non-autonomous oceanographic instruments, and other environmental observing systems as they emerge.
- j. Share knowledge and address issues related to the standardization of ocean data formatting, and common ocean data distribution methods (such as the Global Telecommunication System) and common ocean data servers (supported by Argo and IOOS) which could possibly be used to support operational models

2. MEMBERSHIP

- a. Membership on the WG/OD includes the following:

NOAA/National Environmental Satellite, Data, and Information Service/Office of Satellite and Product Operations (NESDIS/OSPO), Suitland, MD

- National Centers for Environmental Information (NCEI)
 - Center for Weather and Climate (CWC)

NOAA/National Weather Service (NWS), Silver Spring, MD

- National Centers for Environmental Prediction (NCEP), College Park, MD
 - Environmental Modeling Center (EMC)
 - NCEP Central Operations (NCO)
 - Space Weather Prediction Center (SWPC)
- Office of International Affairs
- Office of Observations
 - National Data Buoy Center (NDBC)
- Office of Dissemination

NOAA/Office of Oceanic and Atmospheric Research (OAR)

Air Force

- HQ AF/A3W, Pentagon, Washington DC
- Air Combat Command (ACC), Offutt AFB, NE
 - 557th Weather Wing, Offutt AFB, NE
 - 14th Weather Squadron, Asheville, NC

Navy

- Fleet Numerical Meteorology and Oceanography Center (FNMOC), Monterey, CA.
- Naval Oceanographic Office (NAVOCEANO), Stennis Space Center, MS
- Naval Research Laboratory-Marine Meteorology Division, Monterey CA.

Joint Center for Satellite Data Assimilation (JCSDA) (Headquarters), College Park, MD

The U.S. Integrated Ocean Observing System (IOOS)

The Federal Aviation Administration (FAA)

- b. Upon recommendation of the WG/OD, the COPC will appoint Co-chairpersons of the working group, one to represent satellite data interests and one to represent conventional data interests (in situ and remotely sensed meteorological, oceanographic, and space environment). Co-chairs will serve a 3-year term and co-chair responsibilities will rotate among the WG/OD members unless otherwise agreed to by member agencies.
- c. Additional members may be included as requested by the COPC. Furthermore, each working group member 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).
- d. By applying through 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 COPC. Non-federal organizations (e.g., academic, public, private) having interest in matters under consideration may be invited to participate in discussions.
- e. An Executive Secretary will be appointed by the OFCM unless special circumstances, and by agency agreement, warrant the provision of a secretary from a member agency.

3. PROCEDURES

- a. Meetings, either in-person or by conference call, shall be held at the direction of the co-chairpersons as necessary to transact the business of the working group. In-person meetings shall normally be convened in facilities provided or arranged by the OFCM. 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 through the Co-chairpersons or Executive Secretary. Due to the broad and diverse nature of the observational data sectors and data management procedures addressed by this working group, meetings and agendas will be structured to accommodate data-unique interests and common data interests as much as possible.
- b. The WG/OD may establish subordinate Joint Action Groups or Subgroups, as necessary, to accomplish specific projects or tasks and to oversee unique data areas (such as oceanographic data and space weather data or metadata management). The Co-chairs, with the consensus of the group, will appoint subgroup leads.
- c. WG/OD decisions will be by consensus agreement of all members whose agencies/entities are stakeholders in 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. Decisions may be reached in formal session or through correspondence (including e-mail) circulated to the members by the Co-chairpersons or the Executive Secretary (on the Chairpersons' behalf).

- d. If all members whose agencies are stakeholders in a decision are unable to reach agreement, the Co-chairpersons will report the matter, with full documentation, to the WG/CSAB for resolution. Significant, unresolved issues will also be raised to the WG/CSAB.
- e. The Executive Secretary will draft meeting Record of Actions (ROA) and submit to the membership for review, corrections and recommendations. Once all responses and inputs are received and adjudicated and approved by the Co-chairs, the final ROA will be distributed to all members. Significant results of meetings will be routinely briefed to the WG/CSAB and in semi-annual presentations to the COPC.
- f. The WG/OD may establish additional rules and procedures for the conduct of business as required.

4. REPORTS AND RECORDS

- a. The WG/OD shall prepare reports and records, as specified in the preceding paragraphs, and others as requested by the COPC or the WG/CSAB. The working group also develops and maintains the following publications and documents:
 - The Environmental Satellite Data Annex (ESDA) to the Data Acquisition Processing and Exchange Memorandum of Agreement (DAPE MOA)
 - ESDA Technical Reference 1 (TR-1) (managed by NESDIS/OSPO)
 - [The U.S. Federal Meteorological Data Management Practices Guide](#)
 - [Other related technical references as required](#)
- b. When requested, WG/OD shall submit inputs to the Office of the Federal Coordinator's activity reports and, routinely, to the annual [Federal Weather Enterprise Budget and Coordination Report](#).
- c. Working Group reports and records shall be maintained by the OFCM.

5. DURATION

The WG/OD shall exist until terminated by the OFCM and the COPC.

Michael F. Bonadonna
Secretariat, ICMSSR

(Date)