

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

PROGRAM COUNCIL FOR
THE NATIONAL OPERATIONAL PROCESSING CENTERS (NOPC)

COMMITTEE FOR OPERATIONAL PROCESSING CENTERS (COPC)

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

WORKING GROUP FOR OBSERVATIONAL DATA (WG/OD)

TERMS OF REFERENCE

1. PURPOSE

The Working Group for Observational Data (WG/OD) facilitates the acquisition (collection), processing, and exchange of observational data among the National Operational Processing Centers (OPCs) and other related data centers and supports the Committee for Operational Processing Centers (COPC) through its executive agent, the Working Group for Cooperative Support and Backup (WG/CSAB). The primary focus areas of the WG/OD are to:

- Facilitate the acquisition, processing and exchange of meteorological, oceanographic, and space environmental data
- 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 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 by those requiring it
 - d. Sharing information on problems with data quality and data usefulness
 - e. Collaborating on new techniques, sources of data, data formats, and decoding
 - f. Helping OPCs maintain accurate station libraries, with the future goal of establishing a standard U.S. library with all agencies contributing to its maintenance

- g. Facilitating exchange of real-time data counting reports and monthly summaries of data among the OPCs, with each agency counting in a uniform fashion
- h. Identifying agency points of contact for information pertaining to environmental data types, data distribution, and agency responsibilities
- i. Facilitating 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. Sharing knowledge and addressing 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 Climatic Data Center (NCDC)

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

- National Centers for Environmental Prediction (NCEP), College Park, MD
 - Space Weather Prediction Center (SWPC)
- Telecommunications Operations Center (TOC)
- National Data Buoy Center (NDBC)

NOAA/Office of Oceanic and Atmospheric Research (OAR)

Air Force Weather Agency (AFWA), Offutt AFB, NE

- 14th Weather Squadron, Asheville, NC

Fleet Numerical Meteorology and Oceanography Center (FNMOC), Monterey, CA.

Naval Oceanographic Office (NAVOCEANO), Stennis Space Center, MS

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

- 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 observational data sectors addressed by this working group, meeting agendas will be structured to accommodate data-unique interests versus 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). 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)
 - Other related annexes to the DAPE MOA as assigned
- b. When requested, WG/OD shall submit inputs to the Office of the Federal Coordinator's activity reports and the annual Federal Plan for Meteorological Services and Supporting Research.
- 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.

// Signed//

Michael F. Bonadonna
Secretariat, ICMSSR

5/29/2014

(Date)