1. PURPOSE

The Working Group for Volcanic Ash (WG/VA) lays the groundwork for National volcanic ash policy and coordinates cooperative interagency efforts regarding volcanic ash products, services, procedures, and research, and oversees national volcanic ash operations for aviation in support of the ICAO International Airways Volcano Watch. The primary focus areas of the WG/VA are:

- Oversight of the National Volcanic Ash Operations Plan for Aviation including updating the plan as needed and conducting periodic tests of its products dissemination
- Promotion of cooperation among the participating agencies regarding volcanic activity and its effects on aviation
- Coordination with the Joint Planning and Development Office on volcanic ash programs, products, and services in support of the Next Generation Air Transportation System.
- Promotion of education, training, and outreach programs related to volcanic ash hazards to aviation
- Assessment of operational, research and developmental needs as defined by the aviation community.

2. MEMBERSHIP

a. The membership of the WG/VA includes the following:
   - Federal Aviation Administration (FAA)
   - U.S. Geological Survey (USGS)
   - National Aeronautics and Space Administration (NASA)
   - Air Force Weather Agency (AFWA)
   - NOAA/National Weather Service (NWS)
   - NOAA/Air Resource Laboratory (ARL)
   - NOAA/National Environmental Satellite, Data, and Information Service Office of Satellite Data Processing and Distribution (NESDIS/OSDPD)
   - Smithsonian Institution (SI)
b. In addition to the membership, each organization or activity holding membership on the CASR is entitled to place members and alternates on the working group. Organizations and activities may also have technical advisors or observers on the working group as they desire. Organizations and activities shall maintain a current list of their participants on file with the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM).

c. By applying to the Office of the Federal Coordinator, additional agencies of the U.S. Government may participate when matters under consideration are of concern to them. Such agencies may become members upon concurrence of the CASR. Subject to the concurrence of the members of the WG/VA, organizations (e.g., public, private, industrial) having substantial interest in specific matters may be invited by the chairperson to participate in discussions of these matters. Significant contentious issues will be raised to the CASR.

d. The CASR will appoint the Chairperson of the working group for a 1-year term, upon recommendation of the WG/VA. The Chairperson position will rotate between FAA, NOAA, and USGS 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.

3. PROCEDURES

a. Meetings, either in-person or via teleconference, shall be held at the call of the chairperson 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 and a draft agenda for in-person meetings should be distributed to members of the working group 30 days in advance of the meeting. Any member may submit agenda items through the WG chairperson.

b. WG decisions will be by consensus agreement of all members whose agencies are stakeholders in the 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 Chairperson or the Executive Secretary (on the Chairpersons behalf).

c. If all members whose agencies are stakeholders in the decision are unable to reach agreement, the Chairperson will report the matter, with full documentation, to the CASR.

d. Within 5 working days after a meeting, the Executive Secretary will compile, compose, and send out the action items from the meeting for comment, action, or suggestions. Organizations or activities shall respond with comments within 10 working days of
receiving the action items. Once all responses and inputs are received, the Executive Secretary will prepare a brief Record of Actions (ROA), highlighting the primary topics and issues, to include action items, and will distribute the draft ROA to the WG/VA for comment. The final ROA will be distributed to all working group members, and the results of the meeting will be presented to the parent committee.

e. The WG/VA may establish additional rules and procedures for the conduct of business as required.

4. REPORTS AND RECORDS

a. The WG/VA shall report on appropriate issues as requested at meetings of the CASR or NAWPC.

b. The WG/VA shall prepare reports and publications identified in this TOR and others as requested by the parent committee.

c. When requested, WG/VA shall submit inputs, through its parent committee, to the Office of the Federal Coordinators activity reports. These inputs should contain:

   • Accomplishments and planned activities.
   
   • A brief discussion on matters of interest to the NAWPC.
   
   • Photographs, diagrams, and other materials 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.

5. TERMINATION

The WG/VA shall exist until terminated by the CASR or the NAWPC.

Michael R. Babcock
Secretariat, FCMSSR

11/25/2008
(Date)