

NOAA Environmental Data Management Committee

Development and Approval of Procedural Directives

NOAA Administrative Order (NAO) 212-15 gives EDMC authority to develop and approve Procedural Directives (PDs) relevant to management of environmental data and information. The process is as follows:

1. Development of PD is included in annual EDMC Work Plan.
 - a. The PD could be either wholly new, or a major revision of an existing PD.
2. CIO Council and NOSC approve Work Plan.
3. EDMC selects volunteer Writing Team including lead Editor.
4. Writing Team drafts the PD, circulates it for comments among EDMC, CIO Council, NOSC, and other stakeholders or subject matter experts as needed, and adjudicates comments to produce revised draft.
5. Writing Team circulates revised draft for NOAA-wide review, and adjudicates comments to the satisfaction of the EDMC members.
 - a. EDMC principals are responsible for ensuring dissemination within their Line Office.
 - b. Review opportunities should be transmitted to at least the following mailing lists and individuals: EDMC, DMIT, Metadata WG, GIS WG, Catalog WG, NOSC Exec Sec, CIO Council Exec Sec, OSC Exec Sec, and Observing System contact persons (as identified by OSC).
6. EDMC principals vote to approve PD as detailed implementation guidance for the NOAA Policy expressed in NAO 212-15.
7. EDMC Chair (or designee) transmits new PD to CIO Council and NOSC.
8. CIO Council and NOSC assist EDMC to disseminate and enforce the PD.
9. EDMC revises PDs as needed based on lessons learned and technology evolution.