

# NOAA Environmental Data Management Committee

## Terms of Reference

### **Purpose**

The Environmental Data Management Committee (EDMC) coordinates the development of NOAA's environmental data management strategy and policy, and provides guidance to promote consistent implementation across NOAA, on behalf of the NOAA Observing Systems Council (NOSC) and NOAA CIO Council. Environmental data management is an end-to-end process that includes acquisition, quality control, validation, reprocessing, storage, retrieval, dissemination, and long-term preservation activities. The goal of the EDMC is to enable NOAA to maximize the value of its environmental data assets through sound and coordinated data management practices.

### **Membership**

#### Chair and Deputy Chair

The Chair and Deputy Chair positions shall be designated by the NOSC and the NOAA CIO Council.

#### Principal and Alternates

One Principal (voting) and one Alternate member shall each be designated by NESDIS, NMFS, NOS, NWS, OAR, OMAO and PPI. Additionally, the NOAA Data Management Architect, the NOAA Chief Enterprise Architect, and the NOAA Geospatial Information Officer shall serve as Principal members.

#### Advisory Members

Advisory members (subject matter experts, etc.) may be appointed as needed at the discretion of the Chair.

Current members are listed at <https://www.nosc.noaa.gov/EDMC/membership.php>

### **Authority**

The EDMC was formed in December 2009 from a formal charge by the NOAA CIO and NOAA Observing Systems Councils. The Committee will stay in effect until terminated by the Councils. NOAA Administrative Order (NAO) 212-15 gives EDMC authority to develop and approve Procedural Directives relevant to management of environmental data and information.

### **Roles and Responsibilities**

- Develop and approve Procedural Directives as detailed implementation guidance for the NOAA Policy expressed in NAO 212-15.
- Advise the NOSC and CIO Council on matters pertaining to the efficacy of the full lifecycle of NOAA's environmental data management activities.
- Guide the development and implementation of NOAA's environmental data management architecture.
- Identify and recommend opportunities to enhance the usability of NOAA's environmental data assets.

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- Communicate and advocate best practices for environmental data management across NOAA .
- Validate NOAA's environmental data management requirements with various stakeholders and customers (e.g. NOAA Science Advisory Board) as appropriate.
- Report to the NOSC and CIO Council at least two times per year.

### **Working Groups**

The Committee may form Working Groups to achieve specific tasks. Such Working Groups may include persons who are not members of the EDMC. The EDMC may terminate Working Groups at any time. An example of a Working Group is NOAA's Data Management Integration Team (DMIT).

### **Meeting Frequency**

Meetings will be held at least quarterly, or more frequently at the discretion of the Chair.

### **Decision Making Process:**

Committee decisions and recommendations are reached by consensus. The Chair will strive for consensus on every issue, but maintains 51% of the Committee vote and can make a decision on behalf of the Committee when consensus is not achieved. An issue may be elevated to the NOAA CIO Council or NOSC for resolution if necessary. Presentations to the NOSC and CIO Council's will include minority views if consensus was not reached. Where applicable, EDMC recommendations are coordinated with other CIO Council and NOSC committees.

### **Procedural Directive (PD) Approval Process:**

1. Development of new PD is included in annual EDMC Work Plan.
2. CIO Council and NOSC approve Work Plan.
3. Designated lead author(s) writes the PD, circulates for comments one or more times among EDMC, CIO Council, NOSC, and other groups as needed, and adjudicates comments to the satisfaction of the EDMC members.
4. EDMC principals vote to approve PD as detailed implementation guidance for the NOAA Policy expressed in NAO 212-15.
5. EDMC Chair (or designee) transmits new PD to CIO Council and NOSC.
6. CIO Council and NOSC assist EDMC to disseminate and enforce the PD.
7. EDMC revises PDs as needed on an occasional based on lessons learned and technology evolution.