

NOAA
Environmental Data Management Committee

Terms of Reference

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A. Purpose and Governance

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.

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.

B. Membership

Chair and Deputy Chair

The NOAA Chief Data Officer (CDO) shall serve *ex officio* as the Chair of the EDMC. The Deputy Chair shall be selected by the Chair in consultation with the Committee. If CDO is absent, or CDO position is vacant, Deputy shall serve as Chair.

Principal and Alternates

One Principal (voting) and one Alternate member shall each be designated by NESDIS, NMFS, NOS, NWS, OAR, OMAO and CFO/PRSS. 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://nosc.noaa.gov/EDMC/edmc-membership.php>

C. Working Groups

The Committee may form Working Groups to achieve specific tasks. Such groups may include persons who are not members of the EDMC. The EDMC may terminate WGs at any time.

Current Working Groups:

- Data Management Integration Team (DMIT)
- Data Catalog WG
- Data Citation WG
- Enterprise Metadata Group

D. Roles and Responsibilities

- Develop and approve Procedural Directives as detailed implementation guidance for the NOAA Policy expressed in NAO 212-15. Directives are posted at <https://nosc.noaa.gov/EDMC/PD.all.php>.
- 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.
- Communicate and advocate best practices for environmental data management across NOAA.
- Organize the annual NOAA Environmental Data Management Workshop.
- Validate NOAA's environmental data management requirements with various stakeholders and customers (e.g., NOAA Science Advisory Board and its Working Groups) as appropriate.
- Report to the NOSC and CIO Council at least two times per year.

E. Meeting Frequency

Meetings will normally be held monthly, and at least quarterly, at the discretion of the Chair. Meeting attendance is open to all NOAA employees and contractors, unless the Chair has designated an executive session.

F. 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 will include minority views if consensus was not reached. Where applicable, EDMC recommendations are coordinated with other CIO Council and NOSC committees.

The Procedural Directive approval process is described at https://nosc.noaa.gov/EDMC/documents/EDMC_SOP_2016-12-09.pdf.