

International Comprehensive Ocean-Atmosphere Data Set (ICOADS) Program

Steering Committee: Terms of Reference¹

25 August 2015 (v8)

1. Program background

1.1. The International Comprehensive Ocean-Atmosphere Data Set (ICOADS) is an international resource, providing secure and traceable access to an extensive archive of surface marine climate data. The ICOADS archive underpins a wide range of activities including regional and international climate monitoring and assessments; atmospheric, ocean and coupled reanalyses; and calibration and validation of measurements from satellites. By exploiting existing capabilities amongst principal partner organizations, we anticipate being able to accelerate development of ICOADS, and ensure its long-term sustainability.

2. Steering Committee purpose

2.1. The Steering Committee exists to promote ICOADS and to provide scientific oversight and technical input for the Program, acting under the Letter of Intent (LOI) to Enhance Support for the International Comprehensive Ocean-Atmosphere Data Set (ICOADS) Program through International Partnership.

2.2. The Committee is responsible (along with any subsidiary working groups that might later be established) for drafting an Implementation Plan (IP) for the Initiative; for assessing progress against this IP; and for updating the IP as required.

2.3. The Committee has responsibility for content on the Program website (<http://icoads.noaa.gov>) and other communications undertaken under the auspices of the Program.

2.4. The Committee acts as the point of contact to any external Program sponsors, and closely linked international organizations and initiatives, e.g.:

2.4.1. WMO-IOC Joint Technical Commission for Oceanography and Marine Meteorology (JCOMM; <http://www.jcomm.info>)

2.4.2. International Surface Temperature Initiative (ISTI; <http://www.surface temperatures.org>)

2.4.3. International Oceanographic Data and Information Exchange (IODE; <http://www.iode.org>)

¹ Adapted partially from ToR available at: <http://www.surface temperatures.org/steering-committee>

- 2.4.4. World Climate Research Programme (WCRP; <http://www.wcrp-climate.org>)
 - 2.4.5. Ocean Observations Panel for Climate (OOPC; <http://ioc-goos-oopc.org>)
 - 2.5. The Steering Committee will explore future possibilities for formalizing ICOADS within the Marine Climate Data System (MCDS) as a WMO-IOC Centre for Marine-Meteorological and Oceanographic Climate Data (CMOC).
3. *Reporting*
- 3.1. The Steering Committee shall report to the international partnership organization signatories through an annual report prepared by January 31st of each year. This report shall:
 - 3.1.1. Highlight progress in the prior year
 - 3.1.2. Provide a detailed plan for the coming year and indicative plans thereafter
 - 3.1.3. Highlight substantive issues where input from the international partnership is required
4. *Mode of operation*
- 4.1. The Steering Committee will communicate primarily through regular teleconferences occurring at least on a quarterly basis or as deemed necessary by members.
 - 4.1.1. Approved minutes from these calls will be posted publically as soon as possible thereafter under <http://icoads.noaa.gov>.
 - 4.1.2. Bi-annually these calls will be open to working group members and other active stakeholders to partake in.
 - 4.2. The Committee is expected to make decisions by consensus, but if voting becomes necessary then the details of the vote are to be recorded in the minutes. Each member of the Committee shall be entitled to one vote only, except in the case of a tie, when the Chair (or co-Chairs, if applicable) shall have the deciding vote(s).
 - 4.3. Any ex officio members established by the Committee are non voting (except if necessary to break a tie amongst the regular members plus [co-]Chair[s]).
 - 4.4. If deemed necessary by the Committee, funding will be sought for an in-person meeting.
 - 4.5. Persons not holding membership on the Committee may participate in calls and meetings at the discretion of the Chair (or co-Chairs, if applicable).

4.6. An email list exists to facilitate discussion and will be maintained by the Chair (or co-Chairs, if applicable).

5. *Membership*

5.1. Membership will consist of one or two representatives selected by each principal international partner organization, and optionally one representative selected by each contributing partner organization; such that representatives need not be direct employees of the selecting organizations.

5.2. Any Chairs of subsidiary groups eventually established that answer to the Committee must be members.

5.3. Additional members are considered at the discretion of the Committee.

5.4. Membership will be reconsidered on an annual basis, or at the request of individual Committee members.

5.5. To ensure meaningful collaboration with initiatives and organizations with similar aims members from such activities are encouraged to serve as affiliate or ex officio members. These members should abstain in the event of a vote being held but otherwise carry the same rights as full members.

5.6. The Committee is an entirely voluntary commitment so there are no explicit workload requirements, beyond reasonable expectations of discharging the activities detailed in these terms of reference or efforts volunteered and recorded in the agreed upon meeting notes.

5.7. Current membership is detailed in the Annex.

6. *Chairpersonship*

6.1. The Chair (or co-Chairs, if applicable) will be selected, or reselected, by consensus each year by the Committee; or elected if voting proves necessary.

6.2. The Chair (or co-Chairs, if applicable) may serve one or more consecutive terms at the discretion of the Committee

7. *Terms of reference*

7.1. Terms of reference and membership will be revised no later than three years from the version date of this document.

7.1.1. Revision can be requested by a 1/3 vote of Committee members.

Annex

Membership

Full

NCEI: Eric Freeman (Co-Chair)

NOC: Elizabeth Kent (Co-Chair)

NCEI: William Angel

NCAR: Steve Worley

DWD: Lydia Gates

Met Office: Philip Brohan

CEN/U. Hamburg (optional): (none)

CRU/EAU (optional): (none)

Affiliate

Shawn Smith, FSU (Chair for planned IVAD Task Team)

Ex-officio

NCEI/CIRES: Scott Woodruff