

Charter for the Testbeds and Proving Grounds Coordinating Committee (CCTPG) 4-7-11

The CCNTPG is established by NOAA to facilitate communication and to provide coordination and consistency among the testbeds (TBs) and operational proving grounds (PGs) in NOAA.

1. Responsibilities

- a. Coordinate activities, science themes, priorities, and major gaps among TB/PGs
- b. Guide best practices and development or revision of TB/ PG charters and terms of reference
- c. Assist in the programmatic evolution of TB/PGs
- d. Discuss and assist in the resolution of issues of mutual concern among TB/PGs
- e. Report overall progress, successes, and/or issues of testbeds and PGs to the Line Office Transition Managers (LOTMs) on, at least, an annual basis
- f. Link to the NOAA budget planning and execution processes to ensure that TB/ PGs are included and advocate for resources
- g. Educate about and advocate for TB/ PGs in and external to NOAA

2. Membership

- a. The TPGCC shall consist of each of the TB/PG managers or their designee, and line office focal points for TB/PGs, appointed by AAs.
- b. A chair shall be elected from the membership by the majority of the membership and shall serve a term of 3 years at which point a new election shall be held. A chair shall serve no more than two consecutive terms.
- c. A vice chair shall be appointed by the chair.

3. Responsibilities of the TPGCC Chair

- a. Hold a meeting at least once a quarter
- b. With the vice chair and the entire TPGCC, develop an agenda for the quarterly meetings
- c. Keep the NOAA Research Council informed about activities of the TB/ PGs through, at minimum, biannual reporting to the Council.
- d. Respond to Council questions, suggestions and request consulting with the entire TPGCC at the chair's discretion
- e. Ensure continuity of TPGCC meetings and reports using the vice chair when the chair is not available
- f. Prepare meeting summaries to be reviewed and approved by the entire CCNTPG.