

Revised March 10, 2009

TERMS OF REFERENCE

FOR

THE JOINT CENTER FOR SATELLITE DATA ASSIMILATION (JCSDA)

The JCSDA is a distributed center with a small centrally located administrative staff. The majority of the work performed is distributed geographically and organizationally among NASA, NOAA, and Department of Defense (DoD) components.

Mission of the JCSDA

To accelerate and improve the quantitative use of research and operational satellite data in weather, ocean, climate, and environmental analysis and prediction models.

Structure of the JCSDA

The JCSDA consists of a Management Oversight Board, Director, Deputy Director, Associate Directors, Chief Administrative Officer, Technical Liaisons, civil servants, contractors, visiting scientists, and students.

Management Oversight Board (MOB)

- A. The MOB has the following responsibilities:
1. Reports on an annual basis to their respective agencies' executives concerning the operation of the JCSDA, including recommendations on the budget and priorities related to the observing systems planned for use in the operational systems;
 2. Facilitates and sustains cooperation among the sponsoring organizations/institutions;
 3. Reviews and approves the policies, research, operational themes, goals and priorities of the JCSDA;
 4. Approves key personnel appointments (Director, Deputy Director, Associate Directors, Chief Administrative Officer);
 5. Approves the content of the Federally Funded Opportunity (FFO);
 6. Recommends to the agencies' executives inclusion of other institutions in the Center, as appropriate; and,

7. Meets at least twice a year to review and assess progress and facilitate the planning/priority process.

B. The MOB shall consist of the following:

1. The Director of the NASA/Earth Sciences Division at the Goddard Space Flight Center (GSFC);
2. The Director of the NOAA/NWS/National Centers for Environmental Prediction (NCEP);
3. The Director of the NOAA/NESDIS/Center for Satellite Applications and Research (STAR);
4. The NOAA Research Deputy Assistant Administrator for Laboratories and Cooperative Institutes or his/her designee;
5. Representatives of the Department of the Navy/Oceanographer and Navigator of the Navy and Naval Research Laboratory (NRL); and,
6. Representative of the Department of the Air Force/Air Force Director of Weather.

C. The Chair of the MOB shall alternate biennially on an agency basis, NASA, NOAA, and DoD, in that order. NOAA and DoD shall decide which of their MOB representatives will serve as Chair when their agency has the Chair.

D. The MOB shall operate by consensus; issues will not be decided by voting. For issues where consensus cannot be reached, the MOB Chair will elevate the issues to the agencies' executives (signatories of the JCSDA MOA) for resolution.

E. In the case of a vacancy in the membership of the MOB, the respective agency will appoint a replacement.

Director of the JCSDA

A. The Director shall be a distinguished leader in areas encompassed by the JCSDA's mission.

B. The responsibilities of the Director are to:

1. Provide scientific leadership and develop programs to fully exploit the assimilation of satellite data for operational and research purposes and track progress of the JCSDA scientific programs;
2. Identify resource requirements and lead in the development of funding

pathways, in cooperation with the partnering organizations, for supporting JCSDA programs required for attaining the goals and related metrics established through the Program and Annual Operating Plans;

3. Provide the day-to-day leadership of the JCSDA to ensure the ongoing interagency activities are directed toward the goals and related annual deliverables of the JCSDA;
 4. Develop and track the JCSDA performance metrics and report the results to the MOB;
 5. Prepare and maintain a JCSDA strategic plan, annual plan (for implementing a year's objectives) and program plan (for longer range planning and supporting budget initiatives);
 6. Prepare an annual report and briefing to the MOB on successful research-to-operations transitions, research and development activities, and related prioritized recommendations;
 7. Represent the JCSDA at international scientific meetings and report on JCSDA accomplishments to the scientific community; and,
 8. Ensure JCSDA policy statements and budget information are reviewed by the MOB prior to external dissemination.
- C. The Director is appointed by the MOB for an initial period of three years, with the possibility of renewal.

Deputy Director

- A. The responsibilities of the Deputy Director are to:
1. Act as the Director of the JCSDA in the absence of the Director;
 2. Assist the Director with the preparation of the annual JCSDA Technical Operating Plan (JTOP) for research and development activities, infrastructure, deliverables, schedule, and budget, to be presented to the MOB;
 3. Lead budget planning and execution, ensuring close coordination with the Director and other members of the Executive Team (defined below);
 4. Lead organization of JCSDA science workshops; and,
 5. Coordinate the JCSDA FFO and other processes and recommend awards to the JCSDA Director and the MOB.

- B. The Deputy Director is appointed by one of the Partner agencies with the appointment approved by the MOB.

Associate Directors

- A. The responsibilities of the Associate Directors are to:
 - 1. Provide scientific leadership and develop programs for their agency to participate in the JCSDA so as to fully exploit the assimilation of satellite data for operational and research purposes;
 - 2. Assist the Director and Deputy Director in preparing the JCSDA budget plan and JTOP submissions;
 - 3. Prepare the annual FFO and assist with the Science Workshops;
 - 4. Represent their agency to the JCSDA Science Steering Committee;
 - 5. Assist their agency's MOB member in briefs on the JCSDA to their agency's executives;
 - 6. Attend the JCSDA MOB meetings and report on how their agency contributes to and benefits from the JCSDA; and,
 - 7. Represent the JCSDA at international scientific meetings and report on JCSDA accomplishments to the scientific community.
- B. The Associate Directors are appointed by their respective agencies with concurrence by the MOB. As new partners are considered, the appointment of an Associate Director will be considered by the MOB on a case-by-case basis.

Chief Administrative Officer (CAO)

- A. The responsibilities of the Chief Administrative Officer (CAO) are to:
 - 1. Assist the Director in planning, coordinating, and managing the administrative elements of the JCSDA to provide effective support for the JCSDA scientific programs; and,
 - 2. Assist the Director in ensuring all required JCSDA administrative documents (MOA, TOR, Strategic Plan, Program Plan, and Annual Operating Plan, etc.) are prepared, approved and kept current on an annual basis.
- B. The CAO appointment is approved by the MOB.

Senior Scientists

The MOB may designate one or more individuals as a JCSDA Senior Scientist in recognition of their outstanding contributions to achieving the JCSDA goals. The partner agencies are responsible for submitting Senior Scientist recommendations to the MOB.

Executive Team

The JCSDA Executive Team is comprised of: the Director, the Deputy Director, the Associate Directors, and the Chief Administrative Officer. The Executive Team is responsible for providing scientific leadership and for managing JCSDA resources. The Executive Team will hold regular meetings/conference calls and meet at least annually in person.

Technical Liaisons

The Technical Liaisons are representatives from the GSFC, NCEP, STAR, NOAA Research, the Oceanographer and Navigator of the Navy, NRL, and the Air Force Director of Weather who will represent their organizations in scientific and instrument assessment activities within the JCSDA.

Personnel of the JCSDA

The personnel of the JCSDA fall into one of three categories:

- A. Civil servants and contractors assigned to the Center by the participating organizations with related support provided by participating agencies;
- B. Visiting scientists and post-doctoral fellows from other organizations such as NSF, NCAR, universities, and foreign organizations; and,
- C. Students

Support

Salaries will be provided by the organizations to which the employees belong. Research funds will be provided by the member agencies and other agencies that wish to contribute to the JCSDA's activities.

Advisory Panel

The Advisory Panel will provide high level strategic guidance to the Management Oversight Board on all activities of the JCSDA. It will be chosen by the MOB and include distinguished scientists and scientific managers from a broad spectrum of national and international organizations. The Advisory Panel will meet at least biennially, and the Panel members will provide individual comments to the MOB; the Advisory Panel will not provide a consensus report to the MOB.

The members of the Advisory Panel will serve for two meetings.

Science Steering Committee

The Science Steering Committee (SSC) reviews the JCSDA research and development program annually, including the strategic plan, program plan, and annual operating plan with each member providing recommendations to the JCSDA Director. Members will be chosen by the Director and will include working scientists from a broad spectrum of national and international organizations. The SSC will provide individual comments to the JCSDA Director; the SSC will not provide a consensus report to the JCSDA director.

The members of the SSC will serve for three meetings.

Member Agency Responsibilities

Member agencies have the following responsibilities:

- A. Provide a representative to the JCSDA MOB;
- B. Through the MOB:
 1. Facilitate and sustain cooperation among the sponsoring organizations/institutions;
 2. Review and approve the policies, research, operational goals, and priorities of the JCSDA; and,
 3. Approve the JCSDA strategic plan, annual plan, program plan and JTOP.
- C. Provide for a robust repository and exchange of data assimilation products, techniques, and lessons learned, applicable to all modeling centers;
- D. Participate in outreach and professional activities that support and promote the JCSDA, such as conferences and symposium presentations;
- E. Deliver scientific results and codes to the user community in appropriate form for transition to operational use; and,
- F. Support FFOs for the research communities at large (e.g., universities and other research laboratories) focused on the scientific priorities of the JCSDA (as resources and agency missions permit), and jointly

administered (i.e., FFOs jointly defined and the resulting proposals jointly evaluated and selected) by NASA, NOAA, and DoD. Such support shall be provided by the agencies through grants and/or cooperative agreements awarded in accordance with all legal and administrative requirements of the awarding agency.

With concurrence of the JCSDA Management Oversight Board:

Dr. Franco Einaudi
Director, Earth Sciences Division, NASA/GSFC

Date

Dr. Louis W. Uccellini

Date

Director, National Centers for Environmental Prediction, NOAA/NWS

Dr. Alfred M. Powell
Director, Center for Satellite Applications and Research, NOAA/NESDIS

Date

Dr. Robert Atlas
Director, Atlantic Oceanographic and Meteorological Laboratory, NOAA/OAR

Date

Dr. Simon Chang
Superintendent, Marine Meteorology Division
U.S. Naval Research Laboratory, DoD/Navy

Date

Col Mark D. Zettlemyer
U.S. Air Force Director of Weather, DoD/Air Force

Date

Mr. William Curry
Deputy Technical Director of N84, Oceanographer of the Navy

Date