NOAA Enterprise Architecture Committee
Terms of Reference

Purpose:

The NOAA Enterprise Architecture Committee (EAC) operates under the auspices of the NOAA Chief Information Officer (CIO) Council, and coordinates with appropriate subject matter experts as needed to advise the Council in the effective application of EA management practices and requirements to NOAA's mission. The EAC's role focuses at the NOAA enterprise-wide level.

Membership:

- **Executive Sponsor:** National Environmental Satellite, Data and Information Service (NESDIS) CIO

- **Chair:** NOAA Chief Enterprise Architect

- **Secretary:** As appointed by the Chair

- **Contact:** http://www.cio.noaa.gov/IT_Groups/noaa_cio_EA_Committee.html

- **Participation:** Principal (i.e., voting) members of the EAC are comprised of the chief enterprise architects or equivalent in each NOAA Line Office, as designated by their respective Line Office CIOs. Principal members must be Federal employees, and they may designate an alternate (not required to be a Federal employee) to represent their position in committee deliberations as needed. Designated alternates may vote only if they are a Federal employee. Principal members may invite other support staff as needed to serve in an advisory capacity. Meetings are open to all NOAA organizations, although the Chair has the discretion to limit participation to just principal members if warranted by the subject matter under discussion (e.g., pre-decisional or acquisition sensitive material).

- **Working Groups:** Ad hoc working groups, chaired by a committee principal and comprised of members of the EAC, subject matter experts, and volunteers may be established to address specific deliverables.

Roles and Responsibilities:

The overall role of the Committee is to provide a forum to coordinate NOAA's EA-related activities, to serve as the integration mechanism for the EA-related work of other committees, and to provide advice and recommendations on EA matters to the NOAA CIO Council. In this capacity, the Committee:

- Facilitates development and implementation of policies, guidelines, and best practices related to the EA practice.
- Develops strategy and guidance for the build out of NOAA's EA through segment architectures.
- Facilitates development and implementation of a process to effectively integrate the EA practice with NOAA's Planning, Programming, Budgeting and Execution System (PPBES) and the Capital Planning and Investment Control (CPIC) processes.

- Coordinates specific elements of the NOAA EA with other CIO Council committees, working groups or other entities (as directed by the CIO Council) to ensure proper vetting by relevant subject matter experts.
- Facilitates compliance with Department of Commerce EA and OMB Federal Enterprise Architecture (FEA) requirements for EA.
- Validates the business and technical requirements documented in the EA to ensure that they accurately represent mission and Line Office requirements.
- Reviews IT initiatives for architectural compliance in support of the NOAA Information Technology Review Board (NITRB).

Meetings, Assessment and Reporting:

Meetings will typically be held on a bi-weekly basis, at a regularly scheduled time and location. The day, time, frequency and location of meetings may be change at the discretion of the Committee chair to address emergent needs. The Chair will regularly brief the Executive Sponsor on the activities of the committee, and will brief the CIO Council on the status and progress of the Committee on an annual basis or as requested by the Council.

Decision Making Process:

The chair will strive for consensus (i.e., all principal members agree) wherever possible. The chair retains 51% of the vote; therefore the final decision is made by the Chair when full consensus is not achieved. At the discretion of the chair, issues for which a consensus is not achieved may be elevated to the NOAA CIO Council for resolution. Policy recommendations developed by the committee will be vetted with the Executive Sponsor.

Charter:

The NOAA EAC (originally entitled the Enterprise Information Technology Architecture Committee) was created by the NOAA CIO Council in December 2003. The Committee will stay in effect until terminated by the NOAA CIO Council.