

Charter for Office of Surface Water Hydroacoustics Work Group

Introduction

Rapid advances in hydroacoustic technologies and their applications for surface waters measurements require the development of standardized techniques and practices. The Office of Surface Water (OSW) recognizes the need to develop guidance and provide training to users of hydroacoustic sensors within the USGS. In order to provide assistance to meet this need, the Hydroacoustic Workgroup (HaWG) was established by the OSW as a means to develop technical guidance and training for ADCP users in the field. The HaWG purpose, member composition and partnerships, tenure, functions, and duties are described in this document.

Purpose

The HaWG provides assistance and guidance to the OSW regarding all aspects of the development and use of hydroacoustic instrumentation for streamflow, velocity, depth, and other hydraulic and hydrologic measurements. The purpose of the HaWG is to:

- Identify and address emerging issues;
- Provide advice and direction regarding
 - technical issues,
 - instrument development needs,
 - ancillary tool needs,
 - testing, and
 - training;
- Provide advice on work priorities;
- Provide advice on funding priorities;
- Serve as a developing and reviewing body for draft policies, reports, and similar documents; and
- Facilitate communication between OSW and hydroacoustic users.

Functions

In order for the HaWG to accomplish its purpose HaWG members are expected to:

- Attend an annual meeting of the HaWG;
- Participate in conference calls;
- Review and report to OSW on technical issues and their relative importance;
- Recommend priorities and funding for specific hydroacoustics development and support activities;
- Annually review OSW accomplishments in hydroacoustics;
- Annually review and provide suggestions on the OSW proposed work and priorities in the area of hydroacoustics;
- Review and recommend specific training classes on hydroacoustics;
- Plan, prepare, conduct, and evaluate user training;
- Organize and conduct hydroacoustic presentations at regional conferences;
- Organize and conduct hydroacoustic workshops at times determined by the group;
- Encourage use of hydroacoustic technology where appropriate;
- USGS WD members participate in OSW Surface-Water reviews to review hydroacoustic aspects of specific data programs.

- Prepare and review policy memos;
- Communicate with constituents;
- Communicate and coordinate with other user groups; and
- Provide an interface between users and OSW;

All members of the HaWG are encouraged to communicate with the OSW Chief and/or OSW-supported HaWG members regarding accomplishments and concerns in the area of hydroacoustics within the USGS.

Approach

The HaWG will have 1 face-to-face meeting per year, unless extenuating circumstances require otherwise. The HaWG will have bimonthly conference calls to discuss items of interest, review progress on various tasks, and discuss policy. Additional calls may be scheduled as necessary to address pressing items, tasks, or policy. The HaWG will attempt to reach decisions by consensus; when consensus is not possible, a simple majority will suffice.

Composition

HaWG members represent a cross-section of recognized experts in the use of hydroacoustic instruments within USGS Disciplines, especially the Water Resources Discipline (WRD), and other cooperating agencies. HaWG membership includes at least one representative from each WRD region, and may include a representative from other USGS Disciplines and representatives from selected cooperating agencies. OSW staff members funded to support hydroacoustics will also serve on the work group. Participation on the HaWG is voluntary. Members may be added to the group, if the OSW believes their participation is beneficial to the group, regardless of their location or affiliation. Total membership should not exceed twelve, including members supported part or full time by the OSW.

Membership terms for all HaWG members except those supported by the OSW shall be for a period of three years. Membership may be extended at the discretion of the OSW when such extension serves the needs of HaWG. HaWG members supported by the OSW shall serve at the discretion of the Chief, OSW without term limit.

Leadership

The members select the Chairperson with approval from the Office of Surface Water. HaWG members will select a chairperson and a co-chairperson which serve one year terms. It is suggested that at least one non-OSW person should be chair/co-chair. The chairpersons may be re-elected as long as they are members of the HaWG.

Chairperson Duties

The Chairperson gets input and feedback from HaWG regarding topics of interests and establishes an agenda prior to the meeting. The Chairperson facilitates the meeting and leads the HAWG through each of the agenda items.

Minutes

The chair shall make sure that someone at the meeting or on the conference call records minutes with special emphasis on recording decisions and action items. The minutes, including decisions and action

items, should be sent to the HaWG members for approval and shared with the OSW Chief after approval.

Facilitator

In the event that the chairpersons cannot attend a scheduled meeting or conference call, the chairperson shall appoint another HaWG member to serve as facilitator for that meeting.

Authority and funding

The HaWG is sponsored by and reports to the OSW. HaWG participation is voluntary and no salary is expected to be funded by the OSW, except where a specific and significant task has been assigned and agreed to by a member of the HaWG. For example, the HaWG has received funding in the past for specific tasks such as discharge validation measurements, and the development of training classes and materials. Funding has also covered the writing and publication of a quality assurance plan and a discharge measurement manual.