

# NOAA Chief Information Officer Council

## Terms of Reference

### Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Chief Information Officer (CIO) Council advances the management and utilization of information technology (IT) to achieve NOAA corporate goals and objectives. The CIO Council accomplishes this by establishing enterprise wide IT policies and procedures, and incorporating the best practices and IT standards promulgated by DOC, OMB, and the Federal CIO Council. The Council approves, prioritizes, and oversees enterprise projects and services endorsed by the NOAA CIO and or NOAA Management and supported by NOAA corporate funds or organizational cost distribution.

### Membership:

- . Chair: Joseph Klimavicz, NOAA CIO, 301-713-9600, ext. 179, [Joseph.Klimavicz@noaa.gov](mailto:Joseph.Klimavicz@noaa.gov).
- . Executive Secretariat: Jerome McNamara (OCIO), 301-713-3525, ext. 212, [Jerome.McNamara@noaa.gov](mailto:Jerome.McNamara@noaa.gov)
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- . Members:
  - Principals
    - NESDIS CIO
    - NMFS CIO
    - NOS CIO
    - NWS CIO
    - OAR CIO
    - OMAO CIO
- .
- . Contact person: Robert Swisher (OCIO), 301-713-3555, ext. 210 [Robert.Swisher@noaa.gov](mailto:Robert.Swisher@noaa.gov).
- . Committees:
  - Information Technology Security Committee
  - Enterprise Architecture Committee
  - NOAA Network Committee
  - Geospatial Information Systems (GIS) Committee
  - Enterprise Messaging Committee
  - NOAA Web Committee
  - Operations Committee

### Roles and Responsibilities:

- . Members:
  - Actively participate in Council meetings, Program Management Reviews, and ad hoc initiatives.

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  - . Council:
    - Establish and oversee enforcement of NOAA IT policies and standards.
    - Provide corporate oversight of NOAA's IT systems and activities.
    - Serve as the NOAA Information Technology Review Board as part of NOAA's IT capital planning process.
    - Analyze IT alternatives and risks.
    - Evaluate, select and implement activities and provide coordination that could improve NOAA's IT to better support NOAA's program goals in a more cost-effective manner.
    - Manage implementation of OMB and DOC mandates.
    - Participate in Program Management Reviews to assess the cost, schedule, and performance of critical IT programs.
  - . Committees:
    - Serve the Council as resources to help address, research, define, analyze, develop, and implement specific topics /programs assigned to their functional areas.
  - . Meeting Frequency:
    - Meetings will be called as needed, but no less than once a month.

### **Decision-Making Process:**

Decisions will be accomplished by following the established governance model and by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote; therefore the final decision is made by the Chair when consensus is not achieved. Issues, for which consensus is not achieved, can be elevated to the NOAA Executive Panel (NEP) through a NEP member.

### **Charter:**

- . Created by Acting Under Secretary Gudes on March 5, 2000, and in response to Secretary Evan's June 13, 2001 memorandum on "Strengthening Commerce Information Technology Management".
- . Requirements Drivers:
  - Capital Planning requirements of the Clinger-Cohen Act, OMB, and the Department.
  - Enterprise Architecture requirements of the Clinger-Cohen Act, OMB, and the Department.
  - NOAA IT Strategic Plan direction to maintain and improve its technology infrastructure in order to enhance its scientific productivity through seamless sets of observational and forecast products, advanced high-bandwidth networks, super-computing capabilities, and support for increasingly flexible sources for the delivery of information.

- NOAA's Program Review recommendations on improvement of IT in NOAA.
- FAR
- E-Government Act of 2002
- FISMA
- Information Quality Act
- PRA
- Section 508