

NOAA Enterprise Messaging Committee Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Enterprise Message Committee (EMC) provides management and direction for NOAA's Enterprise Message System (NEMS) and related applications, and oversees operations and enhancements to the NEMS. The applications include Directory Services and Enterprise Calendar. In addition, the EMC provides input and recommendations to the CIO Council on potential NEMS-related projects and projected funding requirements.

Membership:

- Chair: Don Holtzer, NOAA CIO/ITOO/ENSD, 301-713-1740, ext. 224
Donald.H.Holtzer@noaa.gov
- Executive Secretariat: Jeremy Warren (OAR), (301) 713-9040, ext. 169
Jeremy.Warren@noaa.gov
- Members:
 - > Principals
 - NESDIS ... Charly MacFarland
 - NMFS ... Nancy Majower
 - NOS ... Tom Murphy
 - NWS ... Mike Jackson
 - OAR ... Jeremy Warren
 - NMAO ... Greg Bass
 - OCIO ... Tonya Banks
 - OCIO ... John Unekis
- Contact person: Don Holtzer, NOAA CIO/ITOO/ENSD, 301-713-1740, ext. 224
Donald.H.Holtzer@noaa.gov
- Working groups:
 - > As required to deal with specific projects

Roles and Responsibilities:

Members:

- Members:
 - > Attend Committee meetings.
 - > Act as conduits to provide a two-way flow of information between the EMC and their Line Offices and especially Line Office CIOs regarding electronic messaging, LDAP directory and associated applications.
- Committee:
 - > Provides strategic direction and governance recommendations for NOAA's Enterprise Messaging and LDAP Directory Services.
 - > Analyzes messaging alternatives and risks.
- Meeting Frequency:
 - > Bi-monthly

Decision-Making Process:

Decisions will be accomplished 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 CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

Charter:

- The EMC, originally known as the Messaging Configuration Board (MCB), was formalized by a memorandum from Deputy Under Secretary Scott Gudes on April 2, 1999. By early 2000, the MCB sought and gained a position as a committee reporting to the then newly formed CIO Council, and has become the Enterprise Messaging Committee.