

**CHARTER OF THE  
NOAA RESEARCH COUNCIL  
COOPERATIVE INSTITUTE COMMITTEE**

**PURPOSE**

The Cooperative Institute (CI) Committee is a standing committee of the NOAA Research Council (RC). It helps the RC address its responsibility to provide corporate oversight and develop policy to ensure that NOAA research activities are of the highest scientific quality, meet long-range societal needs, take advantage of emerging scientific and technological opportunities, shape a forward-looking research agenda, and are accomplished in an efficient and cost effective manner. The CI Committee (hereafter referred to as the Committee) was established to provide the RC with support to fulfill its oversight responsibility of the NOAA CI program, as described in the NOAA CI Policy (NOAA Administrative Order 216-107).

The mission of the Committee is to ensure compliance with the policy described in NAO 216-107. It accomplishes this mission by developing and maintaining policies and procedures specifically associated with the NOAA CIs and providing the RC with general CI program information, when requested, to assist with general oversight of the CI program by the RC.

**MEMBERSHIP**

Chair: Appointed by the RC Chair.

The committee shall consist of a representative from each Line Office (LO) and the NOAA Acquisition and Grants Office. An attorney from the Federal Assistance Law Division within the Department of Commerce Office of General Counsel shall be available as an advisor to the Committee. Members are appointed by Chair of the RC based on recommendations from the Research Council LO representatives and the Director of the Office of Acquisitions and Grants. Members shall represent the interests of his or her office.

**PRINCIPALS:**

NOAA Acquisition and Grants Office (AGO) representative  
NOAA Fisheries (NMFS) representative  
NOAA National Weather Service (NWS) representative  
NOAA Oceans and Coasts (NOS) representative  
NOAA Office of Program Planning and Integration (PPI) representative  
NOAA Research (OAR) representative  
NOAA Satellites and Information (NESDIS) representative

## **SUB-COMMITTEES**

The Committee may form ad hoc subcommittees as required to achieve specific tasks. Such committees may include persons who are not members of the Committee, but the Committee will seek to include a member on all sub-committees. Sub-committees will use the same decision making process followed by the Committee (see 'Roles and Responsibilities'). The Committee may terminate sub-committees at will.

## **ROLES AND RESPONSIBILITIES**

- Propose for RC approval and oversee policies and procedures for the NOAA CI Program to ensure compliance with the NAO 216-107.
- Serve as the primary NOAA source for information on the NOAA CI program.
- Take action on topics and issues related to the CI program as directed by the RC.

## **DECISION MAKING PROCESS**

The Committee, with the support of Committee staff and line and program offices, will collect and analyze information to support its recommendations and its oversight responsibilities.

- Decisions will be accomplished by informed consensus. The Chair will strive for consensus on every issue. The chair maintains 51% of the vote so the Chair makes the final decision when consensus is not achieved.

## **ADMINISTRATIVE PROVISIONS**

- The Committee reports to the NOAA RC.
- The Committee will hold regular meetings, at least six times per year or at the call of the Chair.
- The Committee will take action on CI topics and issues recommended by its members and others.
- CI topics and issues accepted by the Committee will be assigned to a Committee member or his or her designee(s) for action.