

NOAA Research Council
Research and Development Enterprise Committee
Terms of Reference
Approved: June 22, 2012

Purpose and Scope

Within the scope of responsibilities of the NOAA Research Council, the Research and Development Enterprise Committee (RDEC), formerly known as the Committee for Monitoring Research (CMR), will implement NAO 216-115: *Strengthening NOAA's Research and Development Enterprise* and NAO 216-111: *Strategy, Execution, and Evaluation*, in order to:

- effectively characterize and guide NOAA's research and development (R&D) enterprise through corporate R&D enterprise strategic planning;
- increase coordination, enhance integration, and reduce redundancy through effective planning and execution; and
- monitor, evaluate and report on the effectiveness of our R&D activities.

Committee Membership

The RDEC, an advisory body to the NOAA Research Council, focuses on strengthening NOAA's science enterprise through effective planning, monitoring, evaluation, and reporting. Its membership reflects this purpose, with the Chair responsible for reporting to the Council and the members responsible for closely coordinating with their Line Office's Council representative.

Chair

The Chair will lead the Committee, conduct meetings, guide tasks and oversee progress. The Chair will be appointed and approved by the Research Council and will normally be the strategy lead for the Holistic Understanding Enterprise Objective and at an SES level.

Vice Chair

The Vice Chair will fulfill the Chair's responsibilities when the Chair is unavailable. The Vice Chair will be appointed by the Chair in consultation with the Research Council Leadership.

Executive Secretariat

The Executive Secretariat(s) will support the Chair and Vice Chair, coordinate the Committee, manage meetings, and facilitate tasks. The Executive Secretariat(s) will be appointed by the Chair in consultation with the Research Council Leadership.

Members

The Committee members must be knowledgeable of the planning, monitoring, evaluation, and reporting of the R&D activities conducted in the interest of the goal or enterprise objective they represent. The Committee may call upon the other enterprise objectives, i.e., Engagement, and Organization and Administration (O&A), as needed to inform planning and other activities. The members will be approved by the Research Council and consist of representatives of goals and enterprise objectives in NOAA's Strategy, Execution, and Evaluation (SEE) process as indicated below:

- Representative of the Climate Adaptation and Mitigation goal
- Representative of the Weather-Ready Nation goal
- Representative of the Healthy Oceans goal
- Representative of the Resilient Coastal Communities and Economies goal

- Representative of the S&T enterprise objective on Environmental Modeling
- Two representatives of the S&T enterprise objective on Earth Observations (one from each of the two Co-Champions)
- Representative of the S&T enterprise objective on Holistic Understanding
- Representative of the O&A enterprise objective on High-performing Organization

Duties and Time Commitment

Members should anticipate contributing up to 10-15% of their time throughout the year. Members may wish to work with their managers to have the RDEC responsibilities in their performance plans.

Specific duties for the Committee include, but are not limited to:

- Attending regular Committee meetings;
- Managing Committee data calls within their strategic goal or enterprise objective and/or associated Line Office;
- Providing knowledgeable input to the Committee from their goal, enterprise objective or associated Line Office to influence the strategic planning, associated analyses, and implementation of NOAA's corporate R&D activities;
- Providing informed analysis of NOAA R&D performance data to determine NOAA's effectiveness in reaching stated milestones and objectives;
- Compiling and contributing summaries of accomplishments, data, and recommendations for the annual *State of NOAA Research* report;
- Ensuring ongoing communication of R&D priorities across Line Offices and goals, as well as within the Committee itself;
- Providing data and informed analysis through various evaluation mechanisms to improve the processes and outcomes of NOAA's R&D activities.

It is expected that the Goal and Enterprise Objective Champions will provide the necessary staff support for their members to accomplish the purpose of the REDC.

Committee Roles and Responsibilities

Policy

- NOAA Administrative Order (NAO) 216-115, *Strengthening NOAA's Research and Development Enterprise*, guides NOAA's R&D decisions through a regular cycle of planning, monitoring, evaluation, and reporting.

Planning

- Advises and facilitates the implementation of policy on NOAA's R&D enterprise planning;
- Coordinates and leads the development and writing of the NOAA 5-Year Research and Development plan to ensure a broad, coordinated and integrated approach to NOAA's research enterprise activities, and to ensure that the 5-Year Plan contains effective benchmarks for assessing the state of NOAA's R&D annually;
- Guides and informs the development of implementation plans for its Holistic Understanding Enterprise Objective, and the research components of the Environmental Modeling and Earth Observing Systems Enterprise objectives;

- Analyzes and coordinates input to the research and development components of NOAA Implementation Plans, the Annual Guidance Memorandum, Corporate Portfolio Analyses, Annual Operating Plans, and other SEE products;
- Identifies and recommends to the Research Council critical R&D foci to shape and optimize NOAA's future R&D enterprise (e.g., near-term/far-term, high-risk/low-risk balance);
- Recommend NOAA-wide R&D requirements and priorities to the Research Council.

Monitoring

- Manages and directs implementation of policy on monitoring NOAA's R&D enterprise;
- Provides requirements for, and guides the implementation and management of, the enterprise R&D database;
- Oversees and directs data collection for management of NOAA's S&T enterprise under the SEE process and the NAO on strengthening NOAA R&D.

Evaluation

- Manages and directs implementation of policy on evaluating NOAA's R&D enterprise;
- Implements corporate policy, identifying criteria and processes for reviews of all research and development programs using appropriate mechanisms such as NOAA Science Advisory Board (SAB);
- Recommends policy to advance science quality and safeguard scientific integrity;
- Annually reviews NOAA's corporate science and technology investment against the 5-Year Research Plan goals and 20-Year Research Vision.
- Recommends to the Research Council any portfolio changes to ensure progress to plan relative to the Implementation Plans;
- Receives briefings on LO performance reviews of significance (e.g., lab and program reviews), and coordinates NOAA research enterprise Portfolio Reviews with the Research Council and Benchmark reviews with the NOAA SAB;

Reporting

- Manages and directs implementation of policy on reporting the status of NOAA's R&D enterprise;
- Develops the annual *State of NOAA Research* report for the Council;
- Provides strategic advice concerning the R&D portfolio to the Council;
- Informs the Council's high-level semi-annual report on NOAA R&D and science policy.

Meetings and Coordination

The Committee normally meets twice per month, or at the direction of the Committee Chair. Committee meetings are open to NOAA employees and contractors.

Decision Making Process

The Committee is an advisory group, so it will make decisions through informed consensus. When the Committee presents decisional items to the Research Council for approval, it will provide either a consensus recommendation, with adequate information about the basis for reaching its consensus, or, when there is not a consensus within the Committee, a set of

options with pros and cons. The Research Council is the final decision-making body for all Committee activities.

Terms of Reference Approval and Revision Process

The Committee will review this document every two years, or at the request of the Chair of the Research Council, to ensure continued accuracy and utility. Based on the recommendation of the Committee, the Committee's Executive Secretariat will make revisions to the document as appropriate. The Research Council will approve the final Terms of Reference.

References

NAO 216-115: Strengthening NOAA's Research and Development Enterprise. NAO Procedural Handbook and Appendices

http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-115.html

NAO 216-111: Strategy, Execution, and Evaluation