

**NOAA Science Council**  
**NOAA Science & Technology Synergy Committee**  
**Terms of Reference**

March 2021; Updated June 2021

**Purpose:**

This document creates and defines the NOAA Science & Technology (S&T) Synergy Committee. The purpose of the committee is to coordinate matters and interdependencies of the NOAA S&T focus areas and to provide strategic advice to the NOAA Science Council on matters of emerging science and technology priorities, plans and implementation.

**Committee Roles and Responsibilities:**

The mission of the NOAA Science & Technology Synergy Committee is to drive collaboration for strategic implementation of emerging science and technology, identify priorities, develop best practices to advance the NOAA science portfolio, and serve as a technical resource for the NOAA Science Council. Interdependencies of the S&T focus areas, as defined by the NOAA Science Council, will be coordinated by the NOAA S&T Committee with a One NOAA approach.

The Committee shall keep abreast of new developments and priorities in relevant science and technology research and development inside and outside of NOAA. The Committee shall periodically report matters to the NOAA Science Council, and other NOAA Councils as appropriate.

Committee responsibilities include but are not limited to matters of:

- Support the development of S&T Focus Areas, and their Strategic Plans
- Identify areas of interdependencies of NOAA Science and Technology Focus Areas

**Principal Members:**

There will be a Chair and Vice Chair position for the NOAA S&T Synergy Committee. The current Vice Chair will rotate to the Chair position and a new Vice Chair will be selected by the committee every two years. The Executive Secretary will be appointed by the chairs.

Principal Members will include S&T strategy leads with initial representation from the following S&T focus areas: Artificial Intelligence, Cloud Computing, Data, 'Omics, Citizen Science, Uncrewed Systems, and the Unified Modeling Committee.

If a Principal Member is unable to attend a meeting, an alternate shall be sent with full authority to act on behalf of the Principal Member.

**Advisory Members:**

- NOAA General Council (GC)
- Technology Partnership Office (TPO)
- Performance, Risk and Social Science Office

- NOAA Science Council Liaison to the NOAA Science Advisory Board
- Acquisition and Grants Office (AGO)
- NOAA Council of Fellows

#### **Other Meeting Attendees:**

Committee meetings are open. Guest speakers are requested to provide presentations on special topics during the monthly S&T meetings.

#### **Meetings, Committee Management, and Coordination:**

Committee meetings are generally held monthly, or as needed, and are scheduled for two hours per meeting unless longer is specifically requested by the Chair. Meetings will be led by the Chair or Vice Chair when the Chair is unavailable.

#### **Sub-Committees and Working Groups:**

The Committee may form standing and ad hoc sub-committees or working groups to achieve specific tasks. Sub-Committee and working group chairs are *Principal* Members of the S&T Committee and will attend all Committee meetings or appoint a designee to do so. Committees will develop their own Terms of Reference based on requirements outlined by the Committee. Terms of Reference for sub – committees and working groups must be approved by the Committee. The Committee may terminate ad hoc working groups at will, and it may terminate standing sub-committees by majority vote of the Committee.

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

The Committee will collect and analyze information to support its recommendations and its oversight responsibilities. Topics brought to the Committee for consideration must be sponsored by a Principal or Advisory Member, or from the Science Council.

The Committee strives for consensus when making decisions. Most decisions will be accomplished informally through informed consensus. In the event of a tie, the Chair will carry 51% of the vote. Principal Members may also move for a formal roll call vote on any decisional item for the record.

#### **Terms of Reference Revision Process:**

The Committee will review this document every two years or at the request of the Chair to ensure continued accuracy and utility. The Committee Executive Secretary will make revisions to the document as appropriate. The Chair will approve the Terms of Reference for a decisional briefing to the Committee. Once approved by the Committee, the final Terms of Reference must be approved by the NSC to enter into effect.