



NESDIS ENTERPRISE ARCHITECTURE COMMITTEE (NEAC)

CHARTER

8/1/2020

National Oceanic and Atmospheric Administration
National Environmental Satellite, Data, and Information Service

**NESDIS ENTERPRISE ARCHITECTURE COMMITTEE (NEAC)
Charter**

DOCUMENT CONTROL

CHANGE RECORD

This section provides control for the development and distribution of revisions to the document.

VERSION	DATE OF ISSUE	AUTHORS	BRIEF DESCRIPTION OF CHANGE
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APPROVERS

The undersigned acknowledge that they have reviewed the NEAC Charter (“Charter”) and agree with the information presented within this document. Changes to this Charter will be coordinated with, and approved by, the undersigned, or their designated representatives.

EXECUTIVE SPONSOR	
Vanessa Griffin, Director, Office of Systems Architecture & Advanced Planning (OSAAP)	
Signature:	Date:

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1 PURPOSE

The Director of the Office of Systems Architecture and Advanced Planning (OSAAP) is tasked to align National Environmental Satellite, Data, and Information Service’s (NESDIS) strategy, requirements, architecture and processes. To support this alignment, the Director of OSAAP is chartering the NESDIS Enterprise Architecture Committee (NEAC) as a collaborative systems engineering advisory body. The NEAC consists of representatives from all NESDIS Offices to assess and recommend effective alignment methods to the NESDIS Assistant Administrator (AA) or designated decision body. This charter provides roles, responsibilities, guidelines, rules, procedures and codes of conduct for the NEAC.

2 SCOPE & AUTHORITY

The NEAC is a NESDIS-level collaborative advisory body that supports the OSAAP Director’s responsibility to provide NESDIS management with guidance based upon the NESDIS Enterprise Architecture, requirements, processes and strategic planning. Because the recommendations made affect NESDIS and the way it performs its mission, all members of the NEAC have a stake in the recommendations made by the NEAC to NESDIS management. To perform its duties, the NEAC reviews and assesses new initiatives and concepts, topics of risk and uncertainty, requirements requests and waivers, and performance questions. The NEAC also provides validation for NESDIS-level and program/project-level requirements and Concept of Operations (ConOps). The NEAC makes recommendations, including their commensurate risks, to NESDIS management on the most advantageous approach to address these items in support of the NESDIS mission. To make these assessments, the NEAC may initiate studies using representatives from affected Offices to perform impact assessments.

3 NEAC MEMBERSHIP AND ROLES & RESPONSIBILITIES

The NEAC is managed by OSAAP and chaired by the OSAAP Director. The committee’s members consist of representatives considered to be ‘Architects’ from within each NESDIS Office. The Offices represented are shown in the table below. These representatives must understand the functionality, needs, requirements, and interfaces of their Office system(s) and processes, and be capable of making first-order assessments of impacts based on proposed alternatives. They should have the authority delegated by their respective Office to speak for that Office and directly inform their Office Director.

Given the potential sensitivity of discussions and recommended approaches in the NEAC, members will be limited to Federal, NOAA-only employees. For invited advisors, exceptions will be made at the discretion of the Chair.

3.1 MEMBERS & ROLES

Role	Position
Chair	Director, OSAAP
OSAAP Representative	Office Director/Deputy nominated
ACIO-S Representative	Office Director/Deputy nominated

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Role	Position
OCFO Representative	Office Director/Deputy nominated
GOES-R Representative	Office Director/Deputy nominated
JPSS Representative	Office Director/Deputy nominated
NCEI Representative	Office Director/Deputy nominated
OPPA Representative	Office Director/Deputy nominated
OSGS Representative	Office Director/Deputy nominated
OSPO Representative	Office Director/Deputy nominated
STAR Representative	Office Director/Deputy nominated
IIA Representative	Office Director/Deputy nominated
Public Affairs	Office Director/Deputy nominated
NESDIS Artificial Intelligence Lead	Appointed by NESDIS AA
NESDIS AA Chief of Staff Representative	Director Representative and User Engagement/Public Affairs representative
Executive Secretariat	Supplied by OSAAP
Office Participants	Office Designees/SMEs as needed for specific topics

3.2 RESPONSIBILITIES

In the absence of the Director of OSAAP, the authority for chairing the NEAC is delegated to the Deputy Director of OSAAP, then to the Chief of the OSAAP Systems Architecture and Requirements Division (SARD).

The Chair approves the topic(s) for discussion recommended by the SARD Chief. Topics for the NEAC are related to the mission of the Committee as laid out in Section 1 and Section 2 of this Charter.

The NESDIS Office Directors will appoint their office representative (and alternate) along with any subject matter experts (SMEs) needed. All members of the NEAC (office representatives and alternates, standing group leads, and SME participants) are responsible for attending the meetings in person or via teleconference. The Office Representatives will be responsible for updating their respective Office Director of NEAC developments.

Alternate Office Representatives will represent the primary member with full authority. Alternate Representatives will be responsible for informing the primary member of all matters discussed and decisions made during the meeting.

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All NEAC members are permitted and expected to make inquiries, raise concerns, and state risks related to discussion topics. The NEAC Chair moderates the discussion.

Anyone within NESDIS may suggest a topic for consideration by the NEAC. The OSAAP Director will perform a first-order assessment of the recommended topic to ensure it is within the scope for the NEAC before adding it to the agenda.

- **The Chair will:**
 - Execute all NEAC meetings;
 - Arrange resources to support NEAC meetings;
 - Manage meetings in such a manner that members' input and candid discussion are encouraged;
 - Open or close discussions on any item or official recommendation at any time;
 - Receive recommended topics for the NEAC and establish the meeting agenda, including points of recommendation or validation to NESDIS management for consideration;
 - Assign actions to the members to produce artifacts or other supporting documentation;
 - Manage the voting process; and
 - Document NEAC official recommendations.
- **Office Representatives will:**
 - Advise the Chair;
 - Support the NEAC's deliberations;
 - Provide artifacts as assigned by the Chair;
 - Review artifacts in advance of meetings;
 - Concur on NEAC recommendations or validation points for consideration;
 - Delegate NEAC roles as needed (required to provide the Chair and Executive Secretariat with written notice two days prior to a meeting);
 - If a representative role is delegated, ensure that the alternate representative is fully informed of discussion items and potential decisions that may occur during the meeting; and
 - Keep their respective Office Director informed of NEAC discussion and upcoming agenda topics.
- **Invited SME Participants will:**
 - Participate in an active role in NEAC discussions; but not in forming NEAC recommendations;
 - Be knowledgeable about the topics to properly advise the Committee;
 - Be invited by an Office Director or NEAC representative; and
 - May be excused from the meeting by the Chair at any time depending on the topic being discussed.
- **The Executive Secretariat will:**
 - Schedule, coordinate and execute all NEAC meetings and facilitate activities of the NEAC, including managing meeting logistics, coordinating the agenda, recording official recommendations, recording minutes, and recording and tracking actions;
 - Draft official recommendation memoranda (or equivalent documentation) for approval by NEAC Chair; and
 - Support the SARD Division Chief with NEAC-related activities.

4 PROCESS

4.1 DECISION-MAKING PROCESS

1) How the NEAC Establishes Its Workload

The NEAC tracks and prioritizes its workload by means of a Task List. These tasks must fall within the scope of the NEAC as defined in Section 2 of this Charter. An item can be added to the Task List at any time by a request from anyone within NESDIS. The NEAC Chair will perform a first-order assessment of the recommended topic to ensure it is within the scope of the NEAC. The task requestor must coordinate with the NEAC Executive Secretariat for the task to be placed on the NEAC agenda to present the request. The presenter must state the topic, how it relates to the scope of the NEAC, and the urgency with which it needs to be accomplished.

2) Presentation Content

To present an item to the NEAC, the following information must be part of the content:

- Purpose of the effort that supports the scope of the NEAC;
- Benefits to NESDIS and alignment with existing requirements or future architecture; and
- High-level implementation plan and constraints.

3) Official Recommendation

Once the topic is presented to the NEAC and assessed, a consensus must be gained by the attending representatives on a recommendation to NESDIS Management. Full consensus is the desired outcome. All dissenting opinions will be provided to NESDIS management as part of the recommendation.

4) Review, Adjudication, and Approval to Perform Further Study

If a study effort is deemed necessary by the NEAC to fully understand the impact before a recommended approach can be determined, the NEAC will establish a study team that includes representatives from all affected Offices. The NEAC will establish the study's charter to include the frequency of status reviews to the NEAC, and the output/artifacts the study effort will provide. At the end of the study, a final report will be presented to the NEAC, which may include the following items as needed:

- Results with a reasonable schedule and cost estimate, risks, assumptions and constraints;
- Lessons learned; and
- Recommended next steps.

After receipt of the report from the study team, the NEAC will vote on the next steps. Possible scenarios are:

- Gaining NESDIS management approval to enter concept development and pre-formulation for a new project using the Project Initiation and Approval Process provided in NESDIS-PLN-1220.1, or recommending pilot demonstrations;

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- Sponsoring by NEAC for additional analysis to obtain more information and form a recommendation; or
- Recommending to NESDIS management that the effort no longer be considered.

A consensus for the next step must be obtained from attending representatives to include all NEAC office representatives providing resources. Full consensus is the desired outcome. All dissenting opinions will be provided to NESDIS management as part of the recommendation.

The Executive Secretariat will draft a recommendation memorandum as an official record of the recommendation decision. All memoranda will be available on Google Drive for viewing by all NEAC members.

4.2 CODE OF CONDUCT

- **General Rules:** Treat others with respect, take advantage of others' expertise, and be direct and open with ideas and disagreements.
- **Conflict of Interest:** Committee Members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Committee's agenda.
- **Evaluation:** The Committee will undertake a regular self-assessment of its performance against its charter.

4.3 MEETING SCHEDULE

NEAC meetings are expected to occur monthly; however, additional meetings may be scheduled at the discretion of the Chair. An agenda will be planned for each meeting and shared with the NEAC membership two days prior to the meeting.

4.4 MEETING AGENDA

The agenda for NEAC meetings will include the following:

- Points for consideration;
- Informational briefings and discussion of approved topics; and
- Discussion of the next meeting's agenda.

4.5 MINUTES, ACTION ITEMS, AND DECISIONS

The Executive Secretariat will document NEAC meeting discussions and post draft minutes to voting members for review and validation. The Executive Secretariat will capture action items in the formal minutes and track their completion in an action items log. The Executive Secretariat will circulate draft action items within three business days of the meeting and a document combining draft minutes and action items within three business days of the meeting. If no comments or revisions are suggested, the actions and minutes will be considered official within one week and maintained in a Google Drive folder. All recommendations made by the NEAC will be captured in a memo, signed by the chair and stored in the NEAC repository folder, which is currently located on Google Drive.

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4.6 COMMUNICATION

The Executive Secretariat is responsible for managing and disseminating information to support all NEAC activities. When NEAC documents are identified as sensitive, an appropriate dissemination method is required.

APPENDIX A: ACRONYMS

AA	Assistant Administrator
ACIO-S	Office of the Assistant Chief of Information for Satellites
ConOps	Concept of Operations
GOES-R	GOES-R Series Program Office
IIA	International and Interagency Affairs
JPSS	Joint Polar Satellite System Program Office
NCEI	National Centers for Environmental Information
NEAC	NESDIS Enterprise Architecture Committee
NESDIS	National Environmental Satellite, Data, and Information Service
OCFO	Office of the Chief Financial Office
OPPA	Office of Projects, Planning and Analysis
OSAAP	Office of Systems Architecture and Advanced Planning
OSGS	Office of Satellite Ground Services
OSPO	Office of Satellite and Product Operations
SARD	System Architecture and Requirements Division
SME	Subject Matter Expert
STAR	Center for Satellite Applications and Research