

National Oceanic and Atmospheric Administration

National Environmental, Satellite, Data, and Information Services



NESDIS Ground Enterprise Executive Board Charter

Version 1.0

January 2016

Contents

1	Scope and Purpose	2
2	Representative Use Cases	3
3	Authority	3
4	NESDIS Ground Enterprise Executive Board Membership and Roles	4
5	Process	6
6	Authorization and Signatures	7

NESDIS Ground Enterprise Executive Board Charter
Version 1.0
September 2015

1 SCOPE AND PURPOSE

The National Environmental Satellite, Data, and Information Service (NESDIS) Director of the Office of Satellite Ground Services (OSGS) and the Director, Office of Satellite and Product Operations (OSPO) are chartering the NESDIS Ground Enterprise Executive Board. Its scope spans the full range of the NESDIS ground enterprise:

- Legacy operational systems, including GOES, POES, and antenna sustainment
- Early enterprise elements, including NDE, PDA, CLASS, and product development
- Next generation ground segments, including those for GOES-R and JPSS
- Future ground services from the Ground Enterprise ARchitecture Services (GEARS)
- Enterprise algorithm development capabilities provisioned to STAR
- Enterprise data ingest, storage, and access capabilities used by NCEI

The purpose of the NESDIS Ground Enterprise Executive Board is two-fold.

- The Executive Board is substantively included in development of sustainment, early enterprise, and GEARS plans and products. This inclusion ranges from Members' initial guidance and communication of mission needs, to meaningful and ongoing technical reviews and working-level engagements by Members' staff. The perspectives and comments of the Executive Board members are documented and considered in the approval processes that are part of the established NOAA/NESDIS governance and office-level authorities. Disagreements will be resolved through existing governance processes.
- Members of the Executive Board, through the substantive inclusion described above, work together to coordinate and align ground system investments and efforts, working together to optimize across the enterprise.

Additionally, the NESDIS Ground Enterprise Executive Board implements key objectives from the GEARS Concept of Operations. These include:

- Give all stakeholders a voice in ground enterprise evolution
- Provide direction on priorities and policies
- Share technical reviews and assessments of cost-benefit trades
- Adjudicate user issues
- Include other NOAA members as needed
- Coordinate and seek guidance and inputs from NOAA boards and working groups
- Establish working groups to support the Executive Board.

2 REPRESENTATIVE USE CASES

The representative use cases provided below illustrate activities of the NESDIS Ground Enterprise Executive Board. These use cases are not meant to be prescriptive nor exhaustive.

- Information dissemination on ground requirements, enterprise priorities, and similar topics
- Broad coordination across the NESDIS ground enterprise
- Review and recommendations for NGE plans and products
- Alignment of plans for shared infrastructure
- Review and recommendations for any requested deviations from NESDIS architecture requirements, including those in the Ground Enterprise Architecture

3 AUTHORITY

The formation of an Executive Board for GEARS is part of the NESDIS-approved plan for the transition to an integrated ground enterprise. An Executive Board that attends to the three OSGS missions – *Sustain, Enable, and Create* – facilitates an enterprise perspective that serves all of NESDIS. To this end, the scope of the Executive Board goes beyond GEARS to the NESDIS Ground Enterprise.

<i>Sustain</i>	Sustain all of NESDIS legacy satellite ground systems and complete development of the early enterprise elements
<i>Enable</i>	Transition and sustain the next generation of polar and geo-stationary ground segments for JPSS and GOES-R, respectively
<i>Create</i>	Develop and deploy common Ground Enterprise Architecture Services, enabling integrated processing, distribution, and access to products generated by NOAA and partner missions

In addition, on June 11, 2015, the Department of Commerce Office of the Inspector General (OIG) issued the Final Inspection Report No. OIG-15-032-I. The Audit Report Title is “Cost Estimate, Long-Term Savings, Milestone, and Enterprise Architecture Policy Are Needed for common Satellite Ground System Program.” The OIG Recommendation #5, is to “Direct NESDIS to establish an Executive Board with adequate experience and training to review GEARS technical implementation, and ensure its members are included in the development and approval of plans.”

4 NESDIS GROUND ENTERPRISE EXECUTIVE BOARD MEMBERSHIP AND ROLES

The NESDIS Ground Enterprise Executive Board consists of leaders from NESDIS offices and satellite programs, and operates in support of the established NOAA and NESDIS governance, reporting, and collaboration mechanisms.

The members of this Executive Board are listed in the table below. They have extensive experience with NESDIS ground systems, from the environmental data perspective of users and scientists, to the technical perspective of IT management, system development, sustainment, and operations and maintenance.

In addition to these members, other organizations such as NASA and NWS may be invited to participate as observers.

In addition, the Executive Board will establish working groups to support its activities. These include groups to focus on topics such as:

- Standards and architecture • Future mission capabilities
- Operations and maintenance • IT Security

In May 2015, OSGS delivered an “EA 101” tutorial for all interested NESDIS staff. An executive-level version will be presented to this Executive Board to foster coordination and alignment, and to help prepare members to serve on the Board.

The regular information exchange resulting from the NESDIS Ground Enterprise Executive Board enables:

- Shared understanding of enterprise ground requirements
- Shared understanding of enterprise priorities
- Coordination across the NESDIS ground enterprise
- Substantive inclusion in development of GEARS plans and products
- Meaningful technical reviews and working-level engagements
- Open assessments of performance
- Continual improvement of engagement and communication processes

NESDIS	Ground	Enterprise
Executive Board		
<u>Co-Chairs:</u>		
• Director, OSGS		
• Director, OSPO		
<u>Core Members:</u>		
• ACIO-S	• PM GOES-R	
• Director OSAAP	• PM JPSS	
• Director STAR		
• Director NCEI		
• Director OPPA		
<u>Other Participants:</u>		
• Chief Ground Architect, OSGS		
• Executive Secretariat named by co-chairs		
• Others as needed		

The Director, OSGS, and Director, OSPO, or their respective representatives, co-chair the NESDIS Ground Enterprise Executive Board. In their absence, the authority for chairing the Executive Board may be delegated to a Core Member.

All members of the NESDIS Ground Enterprise Executive Board (Co-Chairs and Core Members) are responsible for attending the meetings in person or via teleconference. Members may delegate attendance to a member of their office in writing to the Co-Chairs. Delegates will represent the Member with full authority. Member delegates will be responsible for informing the Member of all matters discussed and decisions made during the meeting.

Co-Chairs will:

- a) Identify topics for the meeting agenda
- b) Solicit topic(s) for discussion
- c) Lead the Executive Board meetings
- d) Manage meetings to encourage Members' input and candid discussion
- e) Assign actions to Member(s) to support the work of the Board
- f) Arrange for contractor resources to support the Executive Board meetings
- g) Maintain configuration control of the charter

Core Members will:

- a) Advise the Co-Chairs
- b) Support the discussion, review and collaboration processes of the Executive Board
- c) Provide inputs as requested by the Co-Chairs
- d) Review plans and products as requested by the Co-Chairs
- e) Delegate role as needed
- f) If role is delegated, ensure that the delegate is fully informed of discussion items and potential decisions that may occur during the meeting

Executive Secretariat will:

- a) Schedule and coordinate meetings and facilitate activities of the Board to include:
 - Scheduling and coordination of meetings
 - Meeting logistics
 - Agenda coordination
 - Meeting minutes
 - Action item tracking
- b) Socialize review feedback prior to meetings
- c) Generate needed documentation
- d) Support the Co-Chairs on related activities

5 PROCESS

Quorum: The Co-Chairs (or delegate), Executive Secretariat (or delegate) and two of the five Core Members must be present to conduct the Executive Board business.

Meeting Schedule: NESDIS Ground Enterprise Executive Board will meet at least once in each quarter in the fiscal year. Additional meetings will be scheduled at the discretion of the Co-Chairs. An agenda will be planned for each meeting and shared with the Board membership prior to the meeting.

Minutes and Action Items: NESDIS Ground Enterprise Executive Board meeting discussions will be documented by the Executive Secretariat. Draft minutes will be provided to members for review and validation prior to finalization. Action Items will be captured in the formal minutes and tracked in an action items log by the Executive Secretariat.

Communications: The Executive Secretariat is responsible for managing and disseminating information to support the NESDIS Ground Enterprise Executive Board activities. When documents are identified as sensitive, the Accellion product (encryption) is required.

6 AUTHORIZATION AND SIGNATURES

Director, Office of Satellite Ground Services (OSGS)

Steve Petersen Date: _____

Director, Office of Satellite and Product Operations (OSPO)

Vanessa Griffin Date: _____