

NOAA Research Council
Line Office Transition Managers Committee
Terms of Reference
May 10, 2016

1. Purpose and Scope

Within the scope of responsibilities of the NOAA Research Council, the Line Office Transition Managers Committee (LOTMC) will implement NAO 216-105A: Policy on Research and Development Transitions, in order to: plan, monitor, evaluate, and improve the effectiveness of NOAA R&D transition activities.

2. Committee Membership

The LOTMC, a standing committee of the NOAA Research Council, focuses on improving the effectiveness of NOAA's collective R2X transition activities on which the outcomes of NOAA's Strategic Goals critically depend.

Chair

The Chair will be selected from the LOTMs of NWS, NESDIS, NOS, OAR, OMAO, and NMFS and serve for a 12-month period, with one 12-month extension permitted if agreed to by the Chair, the LOTMC, and the Chair of the Research Council. The Chair leads the Committee, conducts meetings, guides tasks, oversees progress, and periodically reports to the Research Council. Changes to the chairmanship will be approved by the chair of the Research Council.

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.

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.

Regular Members

- LOTM – National Weather Service
- LOTM – National Ocean Service
- LOTM – National Environmental Satellite, Data, and Information Services
- LOTM – National Marine Fisheries Services
- LOTM – Office of Oceanic and Atmospheric Research
- LOTM – Office of Marine and Aviation Operations
- Director, NOAA Technology Partnership Office

Ex Officio Members

- Chair, NOAA Council of Fellows
- Representative, OCFO/Performance, Risk and Social Science
- Manager, NOAA Research Transition Acceleration Program, if applicable

In addition, the chairs of any LOTMC subcommittees, if not regular members, shall be *ex officio* members of the LOTMC.

3. Subcommittees

The LOTMC may form subcommittees as needed. *Ad hoc* subcommittees with terms of less than two years may be formed and members appointed by the LOTMC Chair. Standing subcommittees must be approved by the Chair of the Research Council.

The NOAA Testbed and Operational Proving Ground Coordinating Committee is a standing subcommittee of the LOTMC.

4. Duties

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

- Attending regular Committee meetings;
- Managing Committee data calls within their Line Office;
- Providing knowledgeable input to the Committee from their Line Office to influence the strategic planning, associated analyses, and implementation of NOAA's corporate R&D transition activities;
- Providing informed analysis of NOAA R&D Transition performance data to determine NOAA's effectiveness in reaching stated transition milestones and objectives;
- Ensuring ongoing communication of R&D transition priorities across Line Offices and goals, as well as within the LOTMC itself;
- Providing data and informed analysis through various evaluation mechanisms to improve the processes and outcomes of NOAA's R&D transition activities.

It is expected that the LOTMs will provide the necessary staff support to accomplish the purpose of the LOTMC. The LOTMC will report on its activities to the Research Council.

5. Meetings and Coordination

The LOTMC normally meets once per month, or at the direction of the Committee Chair. Committee meetings are open to NOAA employees and contractors. Members or their designated representatives are expected to participate and make every reasonable effort to attend scheduled meetings.

6. Decision Making Process

LOTMC decisions will be made through informed consensus. When the LOTMC 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 LOTMC activities (but not of decisions made by individual LOTMs as a part of day to day business on behalf of their respective line office).

7. Terms of Reference Approval and Revision Process

The LOTMC 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.

8. References

NAO 216-105A: Policy on Research and Development Transitions¹

NAO 216-111: Strategy, Execution, and Evaluation

NAO 216-115: Strengthening NOAA's Research and Development Enterprise. NAO Procedural Handbook and Appendices²

¹ http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-105A.html

² http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-115.html