

**NOAA Research Council  
Research and Development Enterprise Committee  
Terms of Reference**

**Purpose and Scope**

Within the scope of responsibilities of the NOAA Research Council (RC), the Research and Development Enterprise Committee (RDEC) provides advice to the RC to strengthen continuously NOAA's Research and Development (R&D) Enterprise (per NAO 216-115, Strengthening NOAA's Research and Development Enterprise, including NAO Procedural Handbook and Appendices). RDEC focus areas include (but are not limited to) policy, planning, monitoring, evaluating, and reporting on NOAA's R&D Enterprise (e.g., NAO 216-111, Strategy, Execution, and Evaluation, NOAA's Performance Management System).

RDEC implements the direction provided by, and with the authority of, the RC.

**Committee Structure**

Membership

The RDEC membership is representative of NOAA's organizational structure (primarily Line Offices) so that advice and responses to RC direction consider the mechanisms by which NOAA implements its responsibilities.

Chair

The Chair will lead the Committee, conduct meetings, guide tasks and oversee progress. The Chair, SES level, will be appointed and approved by the Research Council.

Vice Chair

The Vice Chair will fulfill the Chair's responsibilities when the Chair is unavailable. The Vice Chair will be selected from among the RDEC membership by the RDEC .

Executive Secretary

The Executive Secretary will support the Chair and Vice Chair, coordinate the Committee, manage meetings, and facilitate tasks. The Executive Secretary will be appointed by the Chair in consultation with RDEC membership.

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 line office they represent. The Committee may call upon the other Research Council committees, as needed to inform planning and other activities. The members will be approved by the Research Council and consist of:

- Representative of the Office of Oceanic and Atmospheric Research
- Representative of the National Weather Service

- Representative of the National Marine Fisheries Service
- Representative of the National Ocean Service
- Representative of the National Environmental Satellite, Data, and Information Service
- Representative of the Office of Marine and Aviation Operations
- Representative of the NOAA Chief Financial Officer
- Office of the NOAA Chief Scientist

Representatives from the NOAA Social Science Committee are encouraged to participate in RDEC meetings.

### **Duties and Time Commitment**

Members should anticipate contributing up to 10-15% of their time throughout the year. Members are encouraged to work with their supervisors to have the RDEC responsibilities in their performance plans. The RDEC Chair, or his/her designees, is responsible for reporting to the RC.

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

- Attending regular Committee meetings;
- Managing Committee data calls within their associated Line Office;
- Providing knowledgeable input to the Committee to inform 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, 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 Line and Staff Office Research Council members will provide the necessary staff support for their RDEC members to accomplish their duties.

### **Committee Roles and Responsibilities**

- Provides advice to the RC on any policy that affects NOAA's R&D Enterprise, including but not limited to, the development, review, or modification of policies;
- Facilitates the implementation of policy on NOAA's R&D enterprise as directed by the RC (e.g. NAO 216-115 and NAO 216-105, Policy on Transition of Research to Application);
- Coordinates and develops reports and other materials (as directed by RC) for review and approval by the RC;
- Identifies and recommends to the RC 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);
- Recommends policy to advance science quality and safeguard scientific integrity;

- Informs NOAA's Strategic Review and Guidance Memorandum by recommending to the RC any R&D Enterprise portfolio changes to ensure progress to plan relative to NOAA strategy and R&D Priorities;
- 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;
- May also conduct other tasks as assigned by the RC; and
- Is encouraged to interact and coordinate its activities with other RC Committees, as appropriate.

### **Meetings and Coordination**

RDEC 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**

RDEC is an advisory body, and will make decisions through informed consensus. When the Committee presents decisional items to the RC 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 RC is the final decision-making body for all Committee activities.

### **Terms of Reference Approval and Revision Process**

RDEC will review and revise as necessary this document every two years, or at the request of the RC, to ensure continued accuracy and utility. Final approval of the Terms of Reference rests with the RC.

### **References**

NAO 216-105: Policy on Transition of Research to Application

[http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_216/216-105.pdf](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-105.pdf)

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

NAO 216-111: Strategy, Execution, and Evaluation, NOAA's Performance Management System

[http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_216/216-111.html](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-111.html)