



United States Department of the Interior

GEOLOGICAL SURVEY
RESTON, VA 22092



To: Donald Cherry
SEP 15 1989

In Reply Refer To:
WGS-Mail Stop 417

Memorandum

To: Representatives and Alternates
Interagency Advisory Committee on Water Data (IACWD)

From: Chief, Office of Water Data Coordination

Subject: Special meeting on the proposed "executive committee"

On May 10 of this year we had planned a meeting to discuss how to proceed on the recommendation to establish an executive committee for the IACWD. The recommendation was originally adopted at our Reston meeting in December, 1987. The meeting was delayed to allow the ad hoc working group to make clarifications in its report and to avoid some schedule conflicts. Please see your memorandum of April 21, 1989, from Phil Cohen for additional information on this issue.

The ad hoc working group has completed its revisions, and the meeting is rescheduled for 1:30 to 3:30 p.m., Wednesday, October 4, 1989, in Room 5219 of South Agriculture. This location is at the Smithsonian Metro stop, Independence Avenue exit. The ad hoc committee's revised draft is attachment 1 and an agenda for the meeting is attachment 2. The purpose of the meeting will be to reach agreement on how to proceed regarding the recommendations.

For additional information, please call Madge Ertel at (703) 648-6802 or FTS 959-6802.

Nancy Lopez

2 Attachments

Copy To: Madge Ertel

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United States
Department of
Agriculture

Soil
Conservation
Service

P.O. Box 2890
Washington, D.C.
20013

Attachment 1

Ms. Nancy Lopez
Chief, Office of Water Data
Coordination
U.S. Geological Survey
417 National Center, Room 5A130
Reston, Virginia 22092

JUN 27 1999

Dear Ms. Lopez:

Enclosed is the Terms of Reference developed by the Ad Hoc Committee appointed by Phil Cohen at the last Interagency Advisory Committee on Water Data (IACWD) meeting.

Based on our meeting on June 1, it is my understanding that you will submit the original and Ad Hoc Committee's Terms of References to the IACWD member agencies in early July for review, and a meeting will be scheduled in August for discussion of the material.

I would like to thank the members of the Ad Hoc Committee for their participation.

Sincerely,

NORMAL MILLER
Hydraulic Engineer
Engineering Division

Enclosure

cc:

Norbett Dee, Environmental Protection Agency, Washington, D.C.
Earl Elker, U.S. Army Corps of Engineers, Washington, D.C.
Doug Growitz, Office of Surface Mining, Washington, D.C.
Leon Hyatt, Bureau of Reclamation, Denver, Colorado
Phillip Cohen, U.S. Geological Survey, Reston, Virginia

JUN 30 1999



The Soil Conservation Service
is an agency of the
Department of Agriculture

**TERMS OF REFERENCE
INTERAGENCY ADVISORY COMMITTEE ON WATER DATA
"GROUP"**

1. PURPOSE

As a result of recommendations made at the Twenty-First Meeting, the Interagency Advisory Committee on Water Data (IACWD) establishes the "Group". The purpose of the "Group" is to facilitate interagency coordination required to implement actions approved by member agencies of IACWD. The "Group" serves as an intermediary between IACWD and the technical subcommittees. The "Group" is responsible for performing the following functions:

a. Responds to requests for issue analysis and recommendations from IACWD, the Advisory Committee on Water Data for Public Use, or any of the technical subcommittees. It is not the responsibility of the Group to generate issues or initiate other independent actions.

b. In response to a. above, prepares issue papers, reports, and plans containing recommendations, analyses, and program information related to the acquisition, management, and exchange, and use of water information.

Voting on issues is responsibility of entire IACWD membership. Implementation of approved recommendations is made by the "Group" with support from OWDC.

2. MEMBERSHIP

Membership will be open to all member agencies, bureaus and offices on a rotating basis.

a. The "Group" will consist of six persons from IACWD membership. The membership of the "Group" will be chosen from two lists. The first list will be made up of the following agencies; Corp of Engineers, U.S. Geological Survey, National Weather Service, Environmental Protection Agency, and the Soil Conservation Service. The second list will consist of the other member agencies of IACWD. Three members will be selected alphabetically from each of these two lists.

b. The membership term on the "Group" will be two years. For the initial year, the first member on each list will serve only one year.

c. A non-voting liaison and an alternate liaison, elected by the Advisory Committee on Water Data for Public Use, shall represent non-Federal perspectives on the Steering "Group." The liaison and alternate shall serve 3-year terms. The non-Federal liaison and alternate may not be Federal employees. Also, candidates for the liaison positions should have most of their professional experience in the non-Federal sector.

d. Other ~~departments or independent agencies of the U.S. Government~~ ^{member agencies, bureaus or offices} may participate at any time as ~~full voting members~~ ^{full voting members} by notifying the chair when matters under consideration by the Steering "Group" are of concern to them.

~~e. Non-Federal entities having a substantial interest in specific matters under consideration may participate in Steering "Group" deliberations at the invitation of the chair.~~

3. OFFICERS

a. The chair shall be rotated annually among the ~~permanent~~ members of the Steering "Group" beginning with the ~~Department of the Interior~~. ^{Geological Survey.} The term of office shall coincide with the fiscal year.

b. The vice-chair shall be ~~the next permanent member agency representative in succession as shown in section 2~~ ^{selected by the "Group"} and shall serve in the absence of the chair. After serving as vice-chair, that member shall become the chair. ~~The next agency representative in succession shall become vice-chair.~~

c. The Office of Water Data Coordination shall provide an executive secretariat to support the Steering "Group."

4. PROCEDURES

a. Meetings shall be called by the chair, ~~or at the request of one or more members of the Steering "Group."~~ Meetings shall be convened in facilities designated by the chair. Meetings shall be held with sufficient frequency to assure prompt handling of committee business, but no less than two times per year. An announcement for each meeting with an agenda shall be provided to members of the Steering "Group", the Interagency Advisory Committee on Water Data, and the Advisory Committee on Water Data for Public Use at least four weeks in advance.

b. ~~Agreements~~ ^{Recommendations} by the Steering "Group" shall be made by consensus of the member agencies of the group. Agency representatives may abstain from voting without prejudice to the decisions of the Steering Group. Agency representatives may reserve their position for up to 30 days pending agency clearance or instructions. ~~Agreements may be reached in formal session or in writing on an individual basis after being advised in advance by the chair of the issue.~~ ^{Recommendations}

c. When the ^{recommendation} agreement involves or relates to programs or functions under the purview of other Federal committees or groups, coordination with such committees or groups shall be required.

d. ~~Interagency procedural and programmatic agreements~~ ^{Recommendations} reached by the Steering "Group" and approved by the Interagency Advisory Committee on Water Data shall be provided as ~~recommendations~~ to the involved Federal agencies for implementation consistent with statutory or regulatory requirements and available resources.

e. ~~Items for consideration by the Steering Group shall be submitted through the Executive Secretary of the Steering Group, and the Executive Secretary shall notify the Interagency Advisory Committee on Water Data and the Advisory Committee on Water Data for Public Use of issues under consideration by the Steering Group.~~ ^{Assignments} shall be submitted to the ^{by IACWD.}

~~f. The Steering "Group" may establish additional rules of procedure for the conduct of business and may establish additional task or work groups as needed. To the extent possible, the Steering "Group" shall use the existing subcommittees and working groups of the Interagency Advisory Committee on Water Data to accomplish its work.~~

fg. Amendments to these Terms of Reference must be approved by the Interagency Advisory Committee on Water Data.

5. DOCUMENTATION

a. The Steering "Group" acting on behalf of the Interagency Advisory Committee shall prepare reports and other information needed to fulfill the responsibilities identified in these Terms of Reference.

b. Each year the Steering "Group" shall submit an annual report to the Interagency Advisory Committee on Water Data for approval and transmittal ~~through the Secretary of the Interior to the Director of OMB and others, as appropriate.~~ The annual report should document the following:

- (1) Accomplishments of the Water Data Coordination Program for the past fiscal year;
- (2) Activities planned for the forthcoming fiscal year;
- (3) Recommendations, a brief discussion of policy issues under consideration, and other matters of interagency interest.

~~c. On behalf of the Interagency Advisory Committee on Water Data, the Steering Group shall oversee and provide policy guidance for the preparation of the Federal Plan for Water Data Acquisition beginning in 1990 and every five years thereafter. After review and approval by the Interagency Advisory Committee, the 5-year Plan will be transmitted through the Secretary of the Interior to OMB, the Congress, agency heads, and other interested parties, as appropriate.~~

6. TERMINATION

The ~~Steering~~ "Group" shall remain in existence until terminated by the Interagency Advisory Committee on Water Data, the Secretary of the Interior, or his designee.

Chair
Interagency Advisory Committee on Water Data

Date

**AGENDA
SPECIAL MEETING ON THE PROPOSED EXECUTIVE COMMITTEE**

**Interagency Advisory Committee on Water Data
October 4, 1989
1:30 to 3:30 p.m.
South Agriculture Building, Room 5219
Washington, D.C.**

1:30	Welcome and Introductions	Lopez
1:45	History and Background	Lopez
2:00	Report of the Ad Hoc Committee	Miller
2:30	Presentation of Agency Positions and Consensus Building	Agency Representatives
3:15	Review of Action Items	Lopez
3:30	Adjourn	