

Frequently Asked Questions

NOAA CIO Council Information

Where is the meeting?

Meetings are held every Tuesday at 2:00 p.m., in SSMC3 room 9836, unless otherwise stated.

How are Agendas set?

Agendas are developed by the CIO Council membership and the executive secretariat. The final agenda is provided to members and presenters by 12:00 p.m. on the Monday, prior to the meeting.

Who do I contact to get on the CIO Council schedule?

Send an email to Sarah.Brabson@noaa.gov and you will be contacted for scheduling.

What is a “virtual decision”?

It is a method of considering a proposal and arriving at a decision without convening an in-person meeting of the Council. It is done via email and contains information for feedback and decision-votes. A non-response from a Council member by the decision-date denotes concurrence by that member/Line Office.

When is a “virtual” used?

When it is impractical or unnecessary to schedule an in-person meeting (e.g. short turn-around time or the topic has already been covered at a meeting and needs a final approval of the changes).

What happens after the meeting? When will I have a decision?

Typically decisions are made through the CIO Council in a three-step process. First, an Informational briefing is held. Second, usually the following week the Decision briefing is scheduled, and the third briefing is for the Decision-Vote itself. You will know your decision at the conclusion of the third meeting. Any one of the meetings in this process may be virtual. The CIO Council has three business days to prepare the official meeting minutes. The minutes are the official record of the meeting and associated actions. All presenters receive a copy of the minutes.

When are briefing materials due?

Materials are due to Sarah Brabson, the Friday prior to the meeting. Upon receipt, materials are reviewed for adherence to the standard presentation format.

I was assigned an action item, what do I do now?

Respond to the action item as directed through the CIO Council process. A copy should also be sent to Sarah.Brabson@noaa.gov to ensure proper closeout of your action item.

Can I bring additional staff to the meeting?

Attendance at the CIO Council is for career NOAA employees only. If you would like a contractor to be present with you for your presentation, please include the name and company of the person in advance of the Council meeting.