

NOAA Enterprise Messaging Committee

Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Enterprise Message Committee (EMC) provides management and direction for NOAA's Enterprise Message System (NEMS) and related applications, and oversees operations and enhancements to the NEMS. The applications include Directory Services and Enterprise Calendar. In addition, the EMC provides input and recommendations to the CIO Council on potential NEMS-related projects and projected funding requirements.

Membership:

Chair: Jeremy Warren (OAR), (301) 734-1110, Jeremy.Warren@noaa.gov

Executive Secretariat:

Contact: Jeremy Warren (301) 734-1110, Jeremy.Warren@noaa.gov

Principals

Jeremy Warren, OAR

Charly MacFarland, NESDIS

Nancy Majower, NMFS

Tom Murphy, NOS

Gustavo Limon, NWS

Greg Bass, OMAO

Tonya Banks, OCIO

Stefan Leeb, OCIO (Unified Messaging System)

Working groups

As required to deal with specific projects.

Roles and Responsibilities:

Members

- Attend Committee meetings.
- Act as conduits to provide a two-way flow of information between the EMC and their Line Offices and especially Line Office CIOs regarding electronic messaging, LDAP directory and associated applications.

Committee

- The NOAA CIO will choose the EMC chair.
- Each Committee member will select an alternate to participate in their absence.
- Meetings will be held on the first and third Wednesday of every month for a time period of one and one-half hours or as needed as determined by the committee.
- Committee members will respond to requests for input within the timeframe given.
- If necessary, sub-committees will be formed that will include the necessary individuals to address larger issues.

- Minutes of each meeting will be taken and e-mailed to the committee members and posted at http://www.cio.noaa.gov/IT_Groups/noaa_cio EMC.html.
- The Committee will act as the Configuration Change Board for the Unified Messaging System and NEMS to review and approve all changes to the baseline configuration, policies, and funding.
 - Change requests will be ranked by likely cost and impact
 - Changes with significant cost will be referred to the Unified Messaging System Project Manager to prepare:
 - Detailed cost estimate
 - Schedule of milestones
 - Execution plan
 - Acceptance plan
 - Plans from the Unified Messaging System project manager will be presented to the EMC for technical approval
 - Plans from the Unified Messaging System project manager will be presented to the CIO Council for management and funding approval
 - The Unified Messaging System project manager will manage execution of funded change proposals
 - The EMC will approve the results of acceptance testing before a change proposal is closed
- The Committee will coordinate any issues that affect the general user population with a representative from the NOAA Bargaining Units.
- The Committee will review Service Level Agreements with service providers and coordinate funding between service providers and the Line Offices.
- The Committee will make policy and procedure recommendations to NOAA CIO Council on the following subjects:
 - Blackberry and Other PDA Services
 - Directory Services
 - Messaging Services
 - Calendar Services
 - Implementation Plan for Unified Messaging System service
- Provides strategic direction and governance recommendations for NOAA's Enterprise Messaging and LDAP Directory Services.
- Analyzes messaging, directory, calendar, and pda service alternatives and risks.
- Serve as the Configuration Control Board for the NOAA Enterprise Messaging System and the Unified Messaging System.

Governance

NOAA's Enterprise Messaging System will be governed by an Enterprise Messaging Committee composed of selected business and technical representatives recommended by each LOs Chief Information Officer (CIO). The committee is responsible for representing their agency's interest in maintaining a robust and cost-effective messaging system.

Meeting Frequency

- Bi-monthly

Decision-Making Process:

Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

Authority:

The EMC, originally known as the Messaging Configuration Board (MCB), was formalized by a memorandum from Deputy Under Secretary Scott Gudes on April 2, 1999. By early 2000, the MCB sought and gained a position as a committee reporting to the then newly formed CIO Council, and became the Enterprise Messaging Committee.