

## **Mapping and Modeling Subcommittee (MMS) Terms of Reference**

Revised August 2, 2017 / approved by unanimous consent of members present at a meeting.

Introduction: The National Tsunami Hazard Mitigation Program's (NTHMP) Mapping and Modeling Subcommittee (MMS) brings together expertise on a variety of tsunami and coastal mapping, modeling, and hazard issues. The MMS supports the NTHMP Coordinating Committee on tsunami hazard analysis, modeling, and mapping activities including but not limited to: tsunami hazard and source identification; inundation, evacuation, and maritime modeling; strategic guidance and standards for modeling and mapping priorities; and Digital Elevation Model (DEM) development priorities.

The MMS identifies and applies educational opportunities related to modeling and mapping products as well as hazard mitigation deficiencies that can be addressed by further mapping and modeling research, and uses opportunities to integrate modeling and mapping efforts into NTHMP mitigation activities. The MMS vision is to be the authoritative source of scientific and technical guidance for tsunami modeling and mapping projects done by the NTHMP.

### Purpose:

- To provide technical guidance and recommendations to the NTHMP Coordinating Committee on matters related to tsunami hazard analysis, modeling, and mapping.
- To execute tasks related to tsunami hazard mapping and modeling as approved by the NTHMP Coordinating Committee.
- To operate in an environment respecting the core values of honesty, integrity, trust, and diligence with a focus on service to the State and Nation, providing value to stakeholders within the mandate of the NTHMP while remaining objective, reasonable, and respectful.

By achieving this, we create an opportunity to be an effective body in predicting the potential damaging effects of major tsunami events.

### Authority:

The MMS shall be considered the primary mechanism for NTHMP partner input to the mapping, modeling, and hazard components of the NTHMP. The subcommittee's actions and recommendations will be achieved by consensus, and considered to represent the collective will of those partners. This authority is established within the [context of PL 115-25](#) and subject to the provisions of Section 3204 of the Act.

### Membership:

The MMS is composed of 12 state representatives, one from each of the regions of the NTHMP Coordinating Committee, one representative from the USGS, and two NOAA representatives, one from a Tsunami Warning Center. The NTHMP Administrator is an ex-officio member. The current official membership is maintained on the [NTHMP website](#). Outside experts and other stakeholders may be invited to participate in MMS discussions but their agreement is not required for any formal consensus. These might include:

University, NOAA, or other modeling and mapping experts

Social Science Experts  
U.S. Geological Survey representatives  
Other

State membership is the Technical Representative from each of the NTHMP regions of the Coordinating Committee: Alaska, American Samoa, California, Commonwealth of the Northern Mariana Islands, East Coast States, Guam, Gulf Coast States, Hawaii, Puerto Rico, Oregon, the U.S. Virgin Islands, and Washington.

Chairpersons: The subcommittee shall have two chairpersons selected from the body of the MMS and approved by a majority vote of the NTHMP Coordinating Committee at the annual NTHMP meeting. One chairperson must be a representative from NOAA and the other a representative from one of the member states. Chairpersons will serve for two years with rotation staggered to maintain continuity in leadership. The NOAA Co-Chair is elected in even years, and the State Co-Chair is elected in odd years.

In the event a Co-Chair resigns from the position during his/her term of office, the NTHMP Administrator shall make a call for nominees from the respective grouping (NOAA or State) within 30 days of the vacancy to MMS members. Up to 10 days is allowed for the nominations period, but may be shorter if the MMS is meeting in person.

A vote among the MMS members will be conducted by the NTHMP Administrator within 30 days of close of nominations. The winner of the vote total will be recommended to the Coordinating Committee for confirmation at the next Coordinating Committee meeting. The new Co-Chair assumes the position upon Coordinating Committee confirmation to fulfill the remainder of the term of office for the person who vacated the position.

There are no term limits for MMS Co-Chair positions, although it is desirable to limit each Co-Chair to two full two-year terms.

Communications: Meetings shall normally be held semi-annually, once in conjunction with the Annual NTHMP Meeting (winter), and once as a joint MES/MMS Subcommittee Meeting or the MMS Science Exchange Meeting (summer). Between meetings, communication will take place primarily by email and conference calls, although meetings for specific subcommittees or task teams are encouraged. MMS Meeting notes and actions items will be summarized by the Chairpersons, and circulated to its members and/or posted to the NTHMP web site.

Activities:

(1) The MMS shall develop a five-year vision plan for the period covered by the current strategic plan. An Annual Work Plan that describes MMS activities to be accomplished during the calendar year will be developed and submitted for approval at the Annual Meeting by the Coordinating Committee. The MMS vision plan will be evaluated annually to measure progress and the tie to one or more strategies and outcomes in the NTHMP Strategic Plan. Strategies for

the completion of action items will be coordinated by the Chairpersons. Recommendations from MMS will be forwarded to the appropriate organizations by the Chairpersons.

(2) The MMS will update progress on measurable milestones identified in the Annual Work Plan during regularly-scheduled meetings during the year.

(3) When requested by the NTHMP Administrator, the MMS will submit content for the NTHMP Annual Report that summarizes MMS progress for the year.

NTHMP Grants duties: This subcommittee's Co-Chairs will be provided copies of semi-annual and final grant progress reports from NTHMP grantees so the Co-Chairs can assess progress toward stated goals and strategic objectives.