

Warning Coordination Subcommittee

Terms of Reference

November 12, 2019

Introduction

In 2005, the NTHMP West Coast Tsunami Warning Coordination Subcommittee was formed to provide a mechanism for tsunami warning system participants along the U.S. West Coast, Alaska, and British Columbia coastal regions to provide input on warning products and dissemination to the West Coast/Alaska Tsunami Warning Center. As the NTHMP expanded to all U.S. coastal states, commonwealths and territories, the subcommittee membership expanded to include these other areas and the scope expanded correspondingly. During the November 1, 2007 NTHMP meeting, the NTHMP subcommittee structure was re-aligned and the *Warning Coordination Subcommittee* (WCS) was officially broadened to include all coastal states and territories with the purpose and authority given below.

Purpose

The WCS will help improve U.S. tsunami warning system effectiveness by providing NTHMP partners a means to exchange experiences, provide input, develop recommendations and discuss operational procedures and products.. The WCS will execute strategies as assigned in the NTHMP Strategic Plan, and activities as assigned by the NTHMP Coordinating Committee.

Authority

The WCS will be considered the primary mechanism for NTHMP partner input to NOAA's operational tsunami warning system. As such, its actions and recommendations, achieved by consensus of the members, will be considered to represent the collective will of those partners. Major changes proposed through the Subcommittee will be vetted through the NWS service change process and the NWS Directive and Instruction system as appropriate. Minor changes proposed and approved through the Subcommittee will be implemented by the Tsunami Warning Centers. This authority is established within the context of the *Tsunami Warning, Education, and Research Act of 2017* (PL 115-25) and subject to the provisions of Section 3204 of the Act.

Membership

The WCS will be composed of designees from the NTHMP partners who can represent the operational tsunami warning program interests of those partners as well as NWS tsunami warning system specialists. The NTHMP Administrator is an ex-officio member.

Membership on the WCS may include:

- Emergency management representatives appointed to the NTHMP Coordinating Committee
- NWS TWC Directors and/or designated TWC employees
- NWS Regional Tsunami Program leaders (Eastern, Southern, Western, Pacific, and Alaska Regions)
- Caribbean Tsunami Warning Program (CTWP) Manager

- International Tsunami Information Center (ITIC) Director
- US Navy – Joint Typhoon Warning Center representative
- US Coast Guard – Atlantic and Pacific Region representatives

Outside experts and other stakeholders may be invited to participate in WCS discussions but they will not participate in any consensus recommendations of this subcommittee. These might include:

- NWS Warning Coordination Meteorologists (WCM)
- Other NTHMP state/territory emergency management representatives
- FEMA Representatives
- USGS Representatives
- NOAA Tsunami Program Leaders
- Canadian Tsunami Program Representatives
- Social Science Experts

Chairpersons: Chairpersons are approved by a majority of the NTHMP Coordinating Committee, and shall include both TWC directors (or designated non-bargaining unit TWC employee from each Center) and a representative from one of the member states.

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

A vote among the WCS 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.

In the event a TWC Director vacates his/her position, the Director vacating the position or the supervising NWS Regional Director may designate someone from that TWC to serve as an Interim WCS Co-Chair until someone is hired permanently for the position. Upon permanent appointment, that person will become the WCS Co-Chair representing that TWC or may designate an official alternate selected from among TWC Federal Employees.

There are no term limits for the State WCS Co-Chair position, although it is desirable to limit the service to two full two-year terms.

Communications

In-person meetings of the WCS are usually held annually in conjunction with the Annual NTHMP Meeting. Between meetings, communication will take place primarily by email and conference calls. The WCS does not meet in person during the NTHMP Winter Meeting.

Notes and Action Items will be maintained by the Co-Chairs and posted to the NTHMP web site. Completion of actions will be coordinated by the Co-Chairs. Recommendations will be forwarded to the appropriate organizations by the Co-Chairs.

Activities

1. The WCS will develop an annual work plan that describes WCS activities to be accomplished during the calendar year and submit it for approval at the Annual Meeting by the Coordinating Committee. The WCS Annual Work Plan will provide milestones with metrics to measure progress and be tied to one or more strategies and outcomes in the NTHMP Strategic Plan.
2. The WCS 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 WCS will submit content for the NTHMP Annual Report that summarizes WCS progress for the year.