

**Charter for the NOAA Testbeds and Proving Grounds**  
**Coordinating Committee (TBP GCC)**  
**Adopted September 2020**

The TBP GCC was established by NOAA to facilitate communication and provide coordination and consistency among the approved testbeds (TBs) and operational proving grounds (PGs) in NOAA. The TBP GCC is a subcommittee of the Line Office Transition Manager Committee (LOTM), which is a subcommittee of the NOAA Research Council.

1. TBP GCC Responsibilities

- a. Coordinate activities and assist in communicating TB/PG science themes and priorities.
- b. Share best practices with the TB/PG points of contact.
- c. Coordinate development or revision of TB/ PG charters and terms of reference.
- d. Assist in the programmatic evolution of TB/PGs.
- e. Assist in the identification, analysis, and resolution of issues of mutual concern among TB/PGs.
- f. Report overall progress, successes, and/or issues of TBs and PGs to the Line Office Transition Managers (LOTMs) on at least an annual basis through either a public workshop or a briefing to senior NOAA leadership.
- g. Educate senior leadership and advocate for TB/ PGs within and external to NOAA.

2. TBP GCC Membership

- a. Each manager (including co-managers) or their designee of each established NOAA Testbed and Proving Ground.
- b. Each Line Office (LO) shall designate a line office focal point for TB/PGs appointed by the Line Office representative on the LOTM.
- c. Each LO focal point and TB/PG will solely have eligibility to vote on issues requiring voting and each will be given one vote.
- d. A chair shall be elected from the TBP GCC membership by the majority of the membership and shall serve a term of 3 years, at which point a new election shall be held. A chair shall serve no more than two consecutive terms.
- e. A vice chair shall be appointed by the chair and accepted by the committee. Both the chair's and vice chair's term shall end when the chair's 3 year term ends.

3. Test Bed and Proving Ground Definitions

- a. A NOAA testbed is an entity whose objective is to accelerate the translation of R&D results into better operations, services and decision-making. The testbed is focused on developmental testing, in a quasi-operational environment. The testing involves researchers and operational scientists/experts including partners in academia, the private sector and other government agencies. A successful testbed involves physical assets, partnerships, as well as substantial organizational commitment.
- b. Proving grounds are entities that conduct prototyping of services or technology capabilities that address the needs of both internal and external users. Successful

prototyping is conducted in both experimental and operational relevant environment with the end product demonstrating a readiness to be implemented into operations with minimal impact to existing products.

- c. New Test Beds or Proving Grounds may be accepted to membership of the TBP GCC through nomination by the appropriate line office focal point and adherence to the committee guidelines document that includes the development of a charter and a formal oversight structure. New organizations will be accepted into the TBP GCC with a 75% vote of agreement of all members.
  - d. Test Beds or Proving Grounds may leave the group by notifying the Chair within 90 days of departure and a 50% vote by the members.
4. Responsibilities of the TBP GCC Chair
- a. Convene a coordination meeting/teleconference at least once a quarter with the TBP GCC members.
  - b. The Chair may appoint an executive secretary to assist with running the meetings and organizing the business of the Committee. Unless the secretary is a formal member of the committee as defined above, they shall not have voting rights.
  - c. Hold regularly scheduled meetings which will be considered open to all interested NOAA-affiliated attendees unless specified as closed by the Chair or Vice Chair.
  - d. With the entire TBP GCC, develop an agenda for the regularly scheduled meetings and document activities and decisions from those meetings to be approved by the entire TBP GCC.
  - e. Keep the NOAA Research Council informed about activities of the TB/PGs through, at minimum, biannual reporting to the Council.
  - f. Respond to Research Council and LOTM questions and suggestions, and requests. This work is carried out in consultation with the entire TBP GCC as appropriate.
  - g. Ensure continuity of TBP GCC meetings and reports via delegation too. The vice chair may substitute when the chair is not available.
  - h. The Chair shall maintain file resource (e.g. a Google Drive or web site) that is accessible to all members and contains background information, valid Charters, meeting documents and other items pertinent to the committee.
  - i. Foster greater knowledge of NOAA Testbeds and Proving Grounds by maintaining a public facing website.