

# Unified Forecast System

## Community, Education, and Outreach

### Team Charter

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# Introduction

In this context, the Unified Forecast System (UFS) Community will be defined as the actors working with and promoting the Unified Forecast System. This includes software and code developers, earth system modelers, operational forecasters, and researchers utilizing the UFS.

The purpose of this document is to outline the [\(1\)](#) purpose and scope [\(2\)](#) roles and responsibilities, and [\(3\)](#) reporting and decisions of the UFS CEO Team. This document shall be reviewed every two years to ensure ongoing relevance and accuracy.

The UFS Community, Education, and Outreach (UFS CEO) Team is made up of UFS Community volunteers from across the weather, water, and climate enterprise. This includes partners from NOAA offices, non-NOAA federal offices, collaborative institutes, academia, and the private sector.

## Purpose and Scope

This Charter establishes and maintains the UFS Communication, Education, and Outreach Team (CEOT), the purpose of which is to build, support, and maintain a vibrant UFS community. The CEO Team serves as the primary interface between all UFS community users, collaborators, and the public. The CEO team is intended to (1) facilitate engagement across the entire UFS community (including across UFS Implementation Team subgroups), (2) improve academic participation and improve teaching tools for the UFS, and (3) share technical and non-technical information related to the Unified Forecast System with the public.

## Roles and Responsibilities

### Co-Chairs

The UFS CEO Team shall be chaired by two individuals, one from outside of NOAA and one from within NOAA. The UFS CEO co-chairs will be nominated from within the CEOT membership, approved by the UFS Steering Committee and serve a 2-year term with an option to continue for a third year with CEO membership consensus. The time commitment for the CEO Co-Chair position is approximately 4-8 hours per month.

Co-chairs of the UFS CEO Team will be responsible for leading, coordinating, and planning team meetings and activities. This includes maintaining the [Strategic Action Plan document](#), taking bi-weekly meeting notes, and regularly guiding CEO meetings.

In addition to these responsibilities, the UFS CEO Team co-chairs will:

- Lead updates and maintenance of the CEO Team Charter and [CEO Strategic Implementation Plan \(CEO SIP\)](#).
- Maintain CEO Team membership roster and promote new membership and membership retention,
- Attend additional co-chair meetings and UFS Steering Committee meetings as necessary.
- Share the CEO Team Charter, CEO Team SIP, and any other relevant documentation with the UFS community.

If a co-chair cannot fulfill their duties, a new co-chair will be nominated from within the CEOT membership and approved by the UFS Steering Committee.

## Webmaster(s)

This person is responsible for maintaining and updating the UFS website. Website updates should occur at least on a monthly basis. All updates to the UFS website should be coordinated with the ECE team (EPIC) and the CEO co-chairs to maximize reach to the UFS community.

A webmaster is also responsible for working with the CEO Team and co-chairs to continually update and maintain the [UFS timeline](#), distribute information and host [UFS webinars](#), and ensure relevant UFS news, [publications, and documents](#) are posted and up to date.

## UFS Secretariat

The UFS Secretariat manages UFS email communications (including the mailing list), schedules and runs UFS meetings (Open, Steering Committee, and others as needed), maintains UFS calendars, team rosters, and electronic records. As a member of the UFS CEO Team, the Secretariat supports communications and outreach, including event planning and the UIFCW Annual workshop. They also assist with UFS webinars and maintain familiarity with key UFS documents (Organization & Governance, Community Modeling Board Charter, UFS Implementation Team (former Steering Committee) Charter) to support policy updates.

## Membership

Membership is open to all sectors of the weather, water, and climate enterprise with the following stipulations:

- There shall be at least one representative from each UFS Steering Committee subgroup on the UFS CEO Team
- There shall be at least one representative from both the EPIC program team and EPIC contract team on the UFS CEO Team

It is highly recommended that there is representation from each sector of the Weather, Water and Climate Enterprise, emphasizing public, academia, industry, and federal/state government

relationships. Membership shall be reviewed annually to ensure various perspectives across the UFS community.

The UFS community and CEO Team should be contacted via [ufs.community@noaa.gov](mailto:ufs.community@noaa.gov). This email will be monitored by at least one co-chair and the UFS Secretariat.

## Responsibilities

All CEO Team members are responsible for:

- **Stewarding an open and welcoming community** for all involved in the UFS.
- **Promoting the UFS Student Ambassador program** which includes leveraging student internships, fellowships, workshops, to create a space for more students and academia to get more involved with using and promoting the UFS.
- **Implementing an Academic Task Force** within the UFS CEO Team to direct educational initiatives to benefit and enhance the UFS community.
- **Developing and continuously updating** a CEO Strategic Implementation Plan (SIP).
- **Coordinating with the UFS Steering Committee and EPIC ECE Team** on outreach activities.
- **Routinely providing creative ideas, input and advice** for the UFS and EPIC Community Portal, UFS Insights Newsletter, the annual UFS community meeting (UIFCW), UFS webinars, and any other initiatives outlined in the UFS CEO SIP.
- **Actively engage in the planning and execution** of the Annual Unifying Innovations in Forecasting Capabilities Workshop (UIFCW).

## Reporting and Decisions

### Reporting & Documentation

The UFS CEO Team will report quarterly to the UFS Steering Committee (or its successor) for advice, guidance and coordination.

Semi-annually, the UFS CEO Team will provide a written report to the UFS Steering Committee on any CEO Team initiatives and deliverables, detailing its collaboration with the UFS community (i.e., UFS-related teams/working groups, academia, students, private sector, etc). This report may also include any issues that need to be raised to the UFS Steering Committee leadership.

The UFS CEO Team will also present any updates via the UFS Webinar series on a regular cadence provided by the *Webmaster*.

All documents shall be hosted in an accessible [Google Drive Folder](#) that is managed by the CEO Team Co-Chairs. This includes meeting notes and all planning materials. Documents for

public release (such as the [UFS CEO Strategic Implementation Plan](#) and this Charter) shall be available on the UFS website and updated accordingly.

## Decisions

Decisions will be affirmed by a majority consensus of the members electronically or in person. If a majority consensus cannot be reached, then the decision will be raised to the UFS CEO Team co-chairs or if needed, to the UFS SC co-chairs. Any issue or decision that involves the EPIC contract team must be raised to the EPIC Program Manager or EPIC Contract Manager.

## Coordination with EPIC Program Office

Outreach activities should be directly coordinated with the EPIC Program Office and the EPIC Community Engagement (ECE) Team. **EPIC's Communication Strategy Document** is updated as needed and reflects the ongoing tasks and responsibilities of the EPIC contract with regard to community, education, and outreach efforts. The UFS CEO SIP outlines its own initiatives and highlights deliverables that require collaboration between the UFS CEO and ECE team. This coordination also includes alignment of UFS/EPIC logos, branding, and public narratives.

## Termination

This Charter shall terminate no later than March 31st, 2027 unless extended, terminated or modified by the UFS Implementation Team prior to the termination date.

## Signatures

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*Dr. Hendrik Tolman*  
*Senior Advisor for Advanced Modeling Systems,*  
*NOAA / NWS / Office of Science and Technology Integration*  
*UFS Steering Committee Co-Chair*