

SAB Subcommittee **Concept of Operations**

Complements the SAB Charter and the SAB Concept of Operations by:

- Clarifying the **operations** of the Subcommittees (i.e., Standing Working groups and Task Forces).
- Defining **expectations** for Subcommittee members and Chairs, SAB members, and NOAA personnel.
- Clarifying **processes and strategic elements**.

SAB Subcommittee Concept of Operations

- Operations of the Subcommittees
 - Meetings
 - Work products – yearly work plans, reports, letters, etc.
- Expectations for Subcommittee members and Chairs, SAB members, and NOAA personnel.
 - Line Office support
 - SAB Office
 - Subcommittee liaisons
- Processes and strategic elements.
 - Processes for establishment and disestablishment (incl. reviews)
 - Appointing and replacing members

Guidance

- FACA & /Ethics Compliance

• Vision

- Biennial work plan

• Expectations

- Roles, responsibilities, & work products (NOAA & SAB)

• Clarifications

- Biennial work plan

• Guidance

- FACA & Ethics compliance

• Vision

- Stronger connections to the SAB and between SC sponsors and NOAA leadership

• Expectations

- Yearly work plans, reports, clear roles & responsibilities

• Clarifications

- Revised processes in FACA context
- Refined structures & workflow