Are we in Agreement?

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NOAA EDM Workshop April 23, 2018
Purpose

Describe the agreements that may be necessary for your archival project
Why all the paperwork?

- Document expectations and responsibilities
- Define points of contact
- Establish protocols for handling errors or changes to the workflow
- Ensure security protocols are followed
- Define funding requirements and associated spend plan
What types of Agreements?

- InterAgency Agreement
- Memorandum of Agreement/Understanding
- Service Level Agreement or Technical Task Agreement
- Interface Control Document
- Interconnection Security Agreement
- Submission Agreement
InterAgency Agreement

• Agency level document defining a relationship between Government agencies or partners.
• Formal process and form
• Generally signed by agency heads, ex. Secretary of Commerce.
Memorandum of Agreement/Understanding

- Line Office or Program level document defining a relationship between departments, agencies or partners
- Also referred to as Letters of Agreement/Understanding
- Generally signed by Organization head, ex. NCEI Director
Service Level Agreement or Technical Task Agreement

- Program/Project level definition of roles, responsibilities, deliverables, period of performance, conflict resolution, POCs, funding, schedule.
- Generally the body of the agreement contains static information while the appendix contains items that change over the course of the agreement - funding, schedule, yearly deliverables.
- Generally signed by Organization head, ex. NCEI Director.
Interface Control Document

• Project level, system engineering document that records all interface information (such as drawings, diagrams, tables, and textual information) generated for a project.
• Intended to provide the details and describe the interface(s) and actions between systems.
• Example usage: interfaces with CLASS
• Generally signed by technical project leads
Interconnection Security Agreement

- System level agreement between 2 organizations who require their systems to connect over the network.
- Intended to minimize security risks and ensure the confidentiality, integrity, and availability of the sensitive but unclassified information.
- Example usage: Org A needs to connect to Org B to deliver or pick up data.
- Generally signed by system owners.
Submission Agreement

- Data product level, technical document describing the data being archived, technical POCs, filenames, packaging, services required, etc.
- Reference document for when issues arise or when personnel involved change.
Stump the Archive

Data Archive Workshop
Session 8D
Tuesday, April 24, 13:30-15:00
Questions?