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DATE: Tuesday, October 27, 2009 10 - 11 AM SSMC-2 16246

SUBJECT: Line Office Transition Managers Meeting #1 Minutes

Meeting Attendees: NWS: Don Berchoff, Steve Smith, Doug Hilderbrand, Laura Cutrer  
OAR: Sandra Knight  
NOS: Bill Corso  
NMFS: Mark Chandler (representing Ned Cyr)  
*NESDIS Abby Harper was invited but was not able to attend*

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## DISCUSSION:

### 1) Purpose of Meeting:

- ✚ To provide an opportunity to meet the current NOAA LOTMs
- ✚ To discuss Line Office collaboration in response to NAO 216-105
- ✚ To discuss outcome from NEP Transition Briefing
- ✚ To propose path for future LOTM meetings

### 2) R&D Portfolios

- ✚ OAR and NWS have collected FY08 project-level execution data and are beginning FY09 data collection
- ✚ LOTMs need to coordinate with each other on prioritization, e.g. identifying projects with potential benefits to other Line Offices

### 3) Information Technology

- ✚ NOAA needs to leverage technology already existing in other Line Offices for related functionalities
- ✚ Information Technology transitions need to be included in overall portfolio—not just science
- ✚ Learning curve needs to be raised on how each Line Office addresses transition

### 4) R2A Oversight

- ✚ NOS needs a way to formally track projects—example was provided of the lost AUV and researchers not knowing what it was being used for
- ✚ Question was raised on how Line Offices can manage transition plans as the Transition Board did—a standard approach or individual processes
- ✚ Idea was provided by NOS on tracking where emails within NOAA are sent—would quantify what organizations are communicating and which are not (consensus was that NOAA CIO must lead effort)
- ✚ Optimizing R2A solutions across Line Offices—example is the Enterprise High Performance Computing approach
- ✚ Need for visualization software protocol
- ✚ Question was posed on how to finalize transition activities through close-out reports
- ✚ NOAA must become more efficient with resources—OMAO looking to maximize efficiency on ship time by meeting multiple requirements per mission

## ACTIONS:

### 1) Schedule LOTM meeting for November (action: RITT)

### 2) Share R&D portfolios

- ✚ OAR and NWS to share FY08 data and FY09 when available(action: OAR, NWS RITT)
- ✚ Other Line Offices to provide pre-existing data (action: NOS, NMFS, NESDIS)

### 3) Increase Line Office collaborations

- ✚ Explore cross-Line Office “forum” to increase awareness on R&D activities between Line Offices (action: RITT)
- ✚ Create briefing template for project presentations (action: RITT)
- ✚ Explore Transition Day Event involving senior scientists across NOAA (action: RITT)