



**NATIONAL
GEOPHYSICAL
FACILITY**
Operated by EarthScope

Network Instrumentation Advisory Committee Charter

Revised and approved April 2, 2025

Purpose

The Network Instrumentation Advisory Committee (NIAC) provides guidance on priorities for all aspects of the NSF National Geophysical Facility (NSF NGF) network infrastructure, including but not limited to instrumentation for geophysical measurements, geographic network configuration, communications, power, or other physical technology that collects and delivers the data. The group also monitors sensor or deployment deprecation and emerging new technologies in sensors, network design, and other aspects of instrumentation and supporting hardware.

This committee:

1. Supports NSF NGF geophysical network deployments by sharing technical knowledge, identifying problems, suggesting improvements in the facility functions and operations.
2. Seeks to continually innovate to advance the frontier of network performance that benefits geophysical science.
3. Promotes and supports the highest standards in network operations with regard to the data's sensitivity, reliability, accessibility and overall quality.
4. Coordinates with staff to set standards for and periodically review data quality.
5. Maintains awareness of evolving science community expectations for standards in geophysical monitoring, advising facility management on future directions and potential for progress.
6. Fosters relationships with stakeholders, partner agencies and local communities requiring or hosting observational equipment.
7. Will liaise with other EarthScope or facility committees on specific issues of governance, policy, resource allocation, programmatic initiatives, or strategic direction.

In addition, all NSF NGF Advisory Committees:

8. Provide community input on facility performance to staff liaison(s) and facilitate two-way communications between the facilities and the user community.
9. Remain informed about new communities interested in using the facilities and ensure adequate representation of new ideas and needs in coordination with the NIAC.
10. Understand the programmatic budget overview provided by EarthScope Staff liaisons to support prioritization recommendations to the facilities, such as for Supplemental Funding requests.
11. Collaborate with other committees on specific issues of facility operations, policy, resource allocation, programmatic initiatives, or strategic direction.
12. Create new sub-committees or working groups as needed.
13. Assess sub-committees on an annual basis and recommend extension or retirement as appropriate.
14. Re-evaluate this Charter on an annual basis and revise as necessary.

Membership Information

NIAC committee size, structure, terms of office and appointment procedures are defined in the section common to all EarthScope AC Charters (see below). Additionally, the Global Seismographic Network Advisory Sub-Committee (GSNAC) is a sub-committee of the NIAC and has a separate Charter.

For the GSNAC:

1. There are two seats of the NIAC that are occupied by members of GSNAC, i.e., two of the nine members of NIAC are also on GSNAC.
2. The chair of the GSNAC will be one of the members also on the NIAC.
3. The two members of GSNAC who are on NIAC are populated by the process that populates the NIAC, in consultation with GSNAC.
4. Other aspects of GSNAC membership and process are specified in its charter.



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Member Responsibilities - in addition to Common Practices Section (below)

- Members participate in online and virtual meetings to the fullest extent possible.
- Members participate in asynchronous communications and committee business to the fullest extent possible.
- Members participate in votes on committee actions or documents to the fullest extent possible to ensure that those actions have the support of the committee, and hence by representation, the community.

Selection

- The facility PI appoints new members to this committee, recommended by the current Committee members and reviewed by the EarthScope Consortium Senior Management Team (the Committee staff liaisons).
- New members should be recruited with attention to AC norms and practices that emphasize diversity of perspectives.
- Both the Chair and the Secretary will be selected by the Advisory Committee members.

Term of Office

- It is expected that members will serve 3-year terms. Terms run from May 1-April 30.
- Members may not serve more than two consecutive terms.

Member Responsibilities

- **Being Informed:** Participate in training related to onboarding, governance best practices, ethics, and implicit bias.
- **Being Visible:** Actively solicit input from our broad stakeholder community.
- **Being Fair and Impartial:** Faithfully represent our broader community's needs and perspectives.
- **Being Honest:** Committee members should seek to meet the highest standards of transparency and ethics.
- **Being Active:**
 - Prepare for and attend committee meetings (no more than two in-person meetings per year; additional virtual meetings likely).
 - Review and edit meeting briefing materials in advance of the next meeting.
 - Actively participate in committee discussions.

Member/Committee Support to be provided by EarthScope

1. Hybrid options shall be available for all meetings.
2. Committee members will have secure access to online resources for communication and record-keeping.
3. EarthScope staff will provide administrative support including minutes-keeping at meetings, scheduling support, and virtual meeting hosting.
4. EarthScope will provide training in committee purpose, governance leading practices, and past committee actions combined with onboarding education describing responsibilities of governance members to represent broad interests, best practices to avoid bias, and committee ethics standards.
5. This training will be conducted each year at the annual all-AC in-person meeting.
6. EarthScope offers a \$50 a day caregiver support stipend to help offset costs for participating in meetings.

Officers

Chair

- Presides over all committee meetings.
- Sets the agenda in collaboration with the staff liaison.
- Ensures clear communications between the AC and EarthScope staff, especially the staff liaison.
- Assists with annual reporting of potential committee member COIs; manages such conflicts.



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- Provides an AC summary annually to the Board of Directors.
- Ensures effective communication with the community with help of the Secretary and EarthScope Consortium staff, relying on the AC norms and practices.

Secretary

- With the assistance of EarthScope staff (scribes may be assigned within EarthScope staff to take notes for the minutes during the meeting), records and prepares both outward- and inward-facing communications for all meetings of this committee.
- Distributes outward- and inward-facing meeting minutes to this advisory committee in advance of the next AC meeting for revision and/or approval.

Board Liaison

- Ensures that the Board is apprised of AC issues and priorities.
- Provides Board perspectives on topics of discussion.

Staff Liaison

- Works closely with the Chair to set agendas for all meetings.
- Provides timely and accurate information to support agenda and discussion items.
- Identifies critical issues within the purview of the AC.
- Ensures that appropriate other staff support is provided to the Committee as needed.
- Accurately represents EarthScope leadership in all discussions.
- Communicates Committee priorities and recommendations to the facility PIs and SMT.

Communications

- A liaison from the Board of Directors should be present at all Committee meetings. The designated liaison is responsible for finding a substitute Board attendee if they are unable to attend.
- The Chair of the Advisory Committee will present to the facility PIs and the Board of Directors at least once per year to provide information on the program.
- The committee shall provide members to participate in sub-committees or coordinating committees to ensure seamless communications between other Advisory Committees and/or subcommittees as necessary.