

Minnesota Geospatial Advisory Council  
Committee/Workgroup Charter

**Emergency Preparedness Committee (EPC)**

Charter Version 6  
12/22/2016

**The mission of the Emergency Preparedness Committee is to**

- increase awareness in the geospatial and ESS communities about opportunities to leverage geospatial technology to enhance emergency management, and
- facilitate the creation of relationships within and between the geospatial and ESS communities before emergencies happen,

so that the GIS community is better positioned to make a positive impact on emergency situations, and the emergency services community is better positioned to utilize that resource.

**Objectives and Deliverables:**

- Create and maintain an organizational structure and process that engages committee members to initiate and complete projects in support of the committee's mission
- Conduct a minimum of 3 general meetings to provide opportunities for professional development and networking with an emergency preparedness focus. Meetings are open to all registered members, invited guests, and the general public. These may be conducted virtually, in-person, or a combination of the two.
- Identify key stakeholders in the ESS community and develop strategic alliances with them.
- Develop and promote geospatial standards that support emergency management
- Develop educational materials that support the awareness and use of geospatial technology in emergency situations

**Resource requirements and timing:**

Resources are volunteers, relying on additional resources available to them personally, or through the support of their respective organizations. Project teams will assess their capabilities to accomplish their objectives and either adjust their objectives to fit their collective capabilities or pursue additional volunteers with the required resources.

**Anticipated participants and their roles and responsibilities:**

The Steering Committee is comprised of 5-7 people, generally representing the four major themes, with a Chair and Vice Chair. The Steering Committee members are elected annually by a vote of registered members. Teams are formed as projects are defined, by enlisting volunteers from a large pool of interested individuals. Currently, this pool is comprised of 195 individuals, from both the GIS and ESS communities, who have expressed interest in being involved in Committee work and projects. A recent survey of that pool yielded a 25% response rate, with 50% of respondents indicating an interest in participating in project work. Steering Committee members, active Tiger Team members, and everyone involved in other supporting activities are considered active members of the Emergency Preparedness

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Committee. The rest of the pool are considered interested parties, who may become active members at any time through increased involvement.

A Steering Committee develops an annual work plan, organizing meetings and identifying projects based on four major emergency preparedness themes; education, outreach, data, and emergency response.

Projects are established with a clear objective and sufficient volunteer participants to form a “Tiger Team” to complete it. The Tiger Team concept is generally defined as:

- One or more subject matter experts assigned to investigate or solve a specific issue, supplemented by other volunteers as needed
- Individuals selected or recruited for their experience, energy, and imagination
- Focus on specific, short-term objective or scope of work

Proposed projects must meet the following criteria:

- Limited scope – projects will be defined based on relatively small, incremental scopes of work
- Time bound – most projects will take less than 1 year to complete
- Team leader – projects require a subject matter expert champion

Team leaders will complete a charter and workplan using the MN GAC report templates (<http://www.mngeo.state.mn.us/committee/index.html>). These will be submitted to the EPC Steering Committee for evaluation. Projects will be evaluated using a Project Prioritization Matrix (attached) which verifies minimum criteria is met and uses additional criteria to provide a relative ranking among proposed projects. Once approved, a Tiger Team is formed, and the team leader will be responsible for preparing additional documents conforming to the other MnGeo report templates at the same website.

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