

Minnesota Geospatial Advisory Council

Standards Committee Charter (DRAFT Version 1.1)

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1 - Purpose

1.1 Purpose of the Data Standards Committee:

The purpose of the Geospatial Data Standards Committee is:

- To provide a transparent and inclusive process by which geospatial data standards can be proposed, discussed, refined, developed, communicated, adopted, and revised to the benefit of the geospatial profession in the State of Minnesota;
- To develop materials, resources, and paths of communication to promote the development, adoption and use of standards within the geospatial community of Minnesota;
- To advise the state geospatial community about relevant standards issues and facilitate the creation and adoption of such standards within Minnesota;
- To serve as liaisons to standards initiatives at the Federal government level;

2 – Benefits and Dependencies

2.1 - What are the benefits of the committee?

The benefit of the Geospatial Standards Committee is that the geospatial community can rely on a consistent, open, and inclusive process for the development, vetting, review, adoption, and revision of data standards.

2.2 - Who does it benefit?

The work of the Committee is ultimately intended to benefit all citizens of the State of Minnesota. Standardized data promotes, facilitates, and supports more efficient and effective government and business functions. Members of the geospatial data profession in the State of Minnesota are a primary beneficiary group, as the development of standards enables them to convene, collaborate and develop resources and standards to their collective benefit.

2.3 - Identify dependencies and relationships to other committees, workgroups and/or projects.

The work of the Standards Committee will be tied to the work of other Committees and Work Groups who are developing datasets or engaged in data creation projects that will be used across jurisdictions and agencies and are communicating frequently with stakeholders statewide.

3 – Products and Services

3.1 - Product or service to be delivered:

The main product of this Committee is a consistent, transparent and inclusive process for the development, vetting, review, adoption and revision of data standards. This includes, but is not limited to:

- (a) Meetings (as frequently as necessary) to review information and make informed decisions and set tasks for the advancement of data standards;
- (b) Outreach and communications to stakeholders interested in developing and using standards
- (c) Outreach and communications to the data producer and data consumer community
- (d) Research, and publication of that research for stakeholder use;
- (e) Working with stakeholders to develop needed resources such as sample data, supporting documentation, user manuals, best practice documents and communications materials.

3.2 - What is the disposition of the product or service when the committee has completed its work?

The Committee will be on-going as new standards are developed and existing standards will periodically need to be revised.

3.3 - Will follow-on activity, support or additional work be needed?

Yes. The work of this Committee will be on-going for the development of new standards and the maintenance and occasional revision of existing standards.

4 – Resources: Requirements and Timing

4.1 - What resources are anticipated to be needed?

Resources anticipated for the operation of the Committee will be in-kind and staff time commitments for meeting, document preparation, document review and publication and to carry out various tasks associated with creation and maintenance of standards. To the benefit of the standards effort and the professional community, the Committee will assist in the maintenance and support of a state government standards approval process and to provide a place to publish (e.g. website) the approved standards.

4.2 - When will the activity be completed?

The work will be on-going. Activities, periods of review, stakeholder engagement, research and other tasks will be aligned with each new standard or the revision of existing standards.

4.3 - Provide measurable significant milestones if possible.

The work of the Committee will be on-going; deadlines, completion dates and milestones will arise in the context of each new standard or revision of existing standards.

5 – Roles and Responsibilities

5.1 - Role and responsibilities: The *role and responsibilities* of the Committee is to:

- (a) Coordinate strategies for integrating geospatial data and business processes across all levels of government;
- (b) Advise and inform the statewide geospatial community about relevant standards issues;
- (c) Facilitate a clear, transparent and inclusive process for the creation, development and adoption of data standards within Minnesota with an emphasis on stakeholder engagement and interaction;
- (d) Serve as a liaison body to standards initiatives at the Federal government level;
- (e) Communicate and advise the statewide geospatial community on opportunities for shared geospatial architecture within Minnesota;
- (f) Work effectively and efficiently with other governing bodies, agencies, committees, review panels and boards who's activities are related or germane to the work of the Committee;
- (g) Receive, document and report on the input, suggestions, recommendations, inquiries and proposals regarding geospatial data standardization from the professional geospatial community in the state;
- (h) Maintain a geospatial data standard development process that is:
 - Transparent and inclusive of all level of professional practice in the state;
 - Based upon meeting articulated business needs of stakeholders;
 - Provides ample opportunity for input, critique, comment and feedback;
- (i) Recognizes, respects and responds effectively to all input received in the stakeholder review process;
- (j) Respond, refine and revise processes as legal, policy and technical practices evolve and change

6 – Membership and Composition

6.1 - Committee Membership. Membership on the Data Standards Committee is open to members of representatives from, but not limited to:

- (a) All levels of government
(*township, special district, city, county, regional, state, federal, etc.*)
- (b) Private sector interests, including vendors;
- (c) Academic sector interests;
- (d) Non-profit sector interests;

Emphasis on membership on the Committee will be placed on members of the statewide geospatial professional community.

6.2 - Minimum agency representation. So that the Committee can function in an inclusive and transparent manner, membership is to reflect the full composition of the statewide geospatial professional community. At minimum, the Committee is to contain at least one representative member from the following specific categories:

- City and/or Township Government
- County Government
- State Agency
- Representative from the Geospatial Advisory Council
- Regional Government Agency
- Emergency Services Agency or Interest
- Federal Government
- Private Sector Interest
- Non-Profit Interest
- Academic Interest

6.3 - Size of Committee. The minimum number of members for the Committee shall be seven (7) person. There is no maximum number of members of the Committee.

6.4 - Chairperson. The Committee shall have a chairperson. The chairperson is to be chosen from the membership of the Committee by the consensus of the Committee. The chair shall serve a term of two (2) years, after which a new chair is chosen. An incumbent chair may serve additional terms if they are chosen to do so by the Committee.

- The specific roles of the Committee Chair are as follows:
- To organize, schedule and lead the meetings of the Committee;
- To maintain the documents, resources and communication materials needed by the Committee;

- To ensure the proceedings of Committee meetings are documented and published publicly in a timely manner;
- To prepare and present the reports of the Committee’s actions and current work for the Geospatial Advisory Council and other bodies as needed. (Members of the Committee can be tasked—upon agreement by the Committee—to act on behalf of the chair as needed in the preparation and reporting of these materials.)

6.5 – Vice Chairperson. The Committee shall have a vice chairperson. The vice chairperson is to be chosen from the membership of the Committee, by the consensus of the Committee. The vice chairperson is to perform the duties of the chair in their absence or inability to act.

7 – Meetings

7.1 – Meetings. The Committee shall meet **at least once per calendar** year to review, revisit and assess the current status of data standards. Meetings of the Committee may be held in person, as a conference call or combination of in-person members and members on a conference call as member schedules and circumstances dictate.

7.2 – Minutes. Minutes of each meeting are to be taken; it is the responsibility of the Committee chair to ensure that meeting minutes are recorded. These minutes are to list of members, guests and presenters in attendance, the content and general discussion of the meeting and any decisions and/or next step actions decided upon by the Committee. All minutes recorded are to be published and publicly available made available publicly.

8 – Reporting

8.1 Reporting to the Geospatial Advisory Council. This Committee primarily reports to the Minnesota Geospatial Advisory Council and is to prepare reports on the following topics at the request of the Council:

- (a) The current work and recent proceedings of the Data Standards Committee including meeting minutes, reports, studies and relevant materials;
- (b) The status of current data specifications and standards development in the state;
- (c) Stakeholder input received during standards development;
- (d) Known changes in federal standards to which state standards have been aligned;
- (e) Known changes in law, public policy or technical practices that may impact the use or continued relevance of existing adopted standards or standards presently in development;
- (f) Other information and updates as determined relevant or needed by the Geospatial Advisory Council to properly and effectively conduct its work;
- (g) It is the responsibility of the Committee’s Chairperson to coordinate the preparation of reports and presentations.

8.2 Reporting to other bodies and agencies. This Committee may be called upon prepare reports and presentations (on topics relevant to data standards development and maintenance) to other agencies, bodies and interests as needed.

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Approved by Geospatial Advisory on (insert date of approval here)