Geospatial Committees and Workgroups Discussion
DISCUSSION DRAFT – Last updated November 15, 2012

The following information is intended to provide direction to and help guide MnGeo committees and workgroups. In part it will help address some of the questions that have been raised including: Who does a committee/workgroup report to? What are the responsibilities and expectations? What support will be provided? This information will be used to generate a MnGeo Committee/Workgroup Guide.

Committees are more on-going than workgroups. An effort that is long-term, lasting more than a year, and has multiple phases or iterations is appropriate for a committee, while efforts that are short-term with a limited focus or that produce a specific set of deliverables will be appropriate for a workgroup. Resourced projects with a project steering committee are not a MnGeo geospatial committee or workgroup as described here.

Current Committees: Digital Cadastral Data, Digital Elevation and its LiDAR Research and Education Subcommittee, Emergency Preparedness, Hydrography, Outreach, Standards

Current Workgroups: Geocoding, Geospatial Commons, Metadata

***Bolded items** are particular areas where MnGeo would like input, although comments are welcome on any item.*

1. Formation of a Committee or Workgroup
    a. The State Chief Geospatial Information Officer (CGIO) will recommend formation of a committee or workgroup with advice from the geospatial community.
    b. How do we determine if there is going to be a committee or workgroup?
        i. In support of MN.IT and state geospatial activities and priorities
        ii. Important community purpose or impact
        iii. Legislation
        iv. Funding provides an opportunity
        v. Community requests
        vi. Other?

2. Governance
    a. Authorization - State Geospatial Technical Committee has authority to create and disband based on advice from the CGIO.
    b. MnGeo committees and workgroups will report to the CGIO
    c. Operation
        i. Chair and vice chair (focal point and backup) will be identified by the committee or workgroup and approved by the CGIO.
        ii. Committee and workgroup focus is to develop ideas, consensus, and to get deliverables done.
        iii. Committees and workgroups can create sub-groups to work on their deliverables.
        iv. Committees should meet to get things done. Suggestion: Committees meet at least 4 times/year and workgroups meet at least 6 times/year.
        v. "Committee/workgroup Members" are persons who are actively participating in committee/workgroup meetings and work. **Suggestion: Committees will have 6 to 20 members, and workgroups will have 4 to 8 members?**

vi. "Interested Parties" are persons who want to be informed of committee/workgroup activities but are not active members.

3. Support
    a. MnGeo provided support will include:
        i. Website maintenance
        ii. **Meeting participation?**
        iii. **Facilitation**?
        iv. Publication of committee/workgroup generated reports
        v. Assistance with communications with stakeholders
        vi. Collaboration tools
        vii. Other?
    b. Committees and workgroups will provide:
        i. Meeting logistics (scheduling rooms, arranging for video, etc.)
        ii. Meeting note taking (minimum of: date, attendance, topics discussed, decisions made and action items; other information and details may be added as determined by the committee/workgroup)
        iii. Periodic updates of activity and progress
        iv. Development of stakeholder communications which will go through MnGeo
        v. Other?
    c. **How many committees and workgroups do you think MnGeo should try to support?** In the past, support of the Governor's Council and 6 committees took 1 FTE.
    d. **In addition to MnGeo support, how do you suggest supporting committees and workgroups?**

4. Expectations
    a. Production of identified deliverables which are defined in the annual work plan. These should be such that the community and CGIO can:
        i. See progress that is made
        ii. Know that the committee/workgroup is successful
        iii. Know when work is completed or finished
    b. Periodic reporting
        i. An update is to be provided after completion of a major objective or reaching a major milestone and on an annual basis
            1. **Report content?** *(a template will be developed)*
                A. Meetings (past and scheduled)
                B. Activity since last report
                C. Accomplishments and progress on work plan objectives (milestones, phases, products produced, etc.)
                D. Planned future activity
                E. Needs and issues
                F. Other?
    c. Final Report or documentation of end product
    d. Possible presentations or briefings
    e. Website content
        i. Purpose statement
        ii. Charter
        iii. Work plan(s) and updates
        iv. Reports

   v. Meeting schedule
   vi. Meeting notes
   vii. Chair and vice-chair contact info
   viii. **Membership (optional but suggested)?**
   ix. Other?

5. **Charter Content?** *(a template will be developed)*
   a. Title
   b. Purpose – why does committee/workgroup exist and what is it going to do?
   c. Background
   d. Relationships to other committees, projects, organizations
   e. Deliverables
      i. What is to be provided?
      ii. How know when finished/successful?
      iii. How measure progress?
      iv. How define quality?
      v. Final disposition (where does product go, who owns it?)
   f. Timeframe and schedule of activity
      i. Phases
      ii. Milestones
   g. Specified roles
      i. Sponsor(s)
      ii. Chair and vice-chair
      iii. Team members
         1. Role
         2. Skill sets needed
         3. Representation from?
      iv. Logistics and support functions
   h. Dependencies and interrelationships
   i. Anticipated resource requirements and budget
      i. During
      ii. After (tails)
      iii. Suggested or identified resource source(s)
   j. Work Plan
   k. Produced or updated on an annual basis – may be by phase if appropriate
   l. Generated by the committee/workgroup
   m. Approved by the CGIO
   n. Published on website
   o. Updated as part of change management
   p. Other?

6. **Work Plan Content?** – Work plans are to be generated at committee/workgroup startup and updated at least once a year. At a minimum work plans will describe:
   a. What is going to be done?
   b. What are the deliverables or outcomes?
   c. When will it be done (include milestones)?
   d. Who will do the work?
   e. Where will it be done?
   f. What resources are needed to complete the work?

g. What are the follow-on (tails) actions, activities and/or resources requirements?
h. Identification or suggestion of where resources will come from
i. Other?

7. On-going and periodic committee/workgroup communications
    a. To whom?
    b. Why are we communicating?
    c. What need to tell?
    d. Frequency?
    e. Form?

8. What do we do with existing committees and workgroups that do not fit new MnGeo structure / priorities?

9. Other thoughts and ideas?