

Geospatial Committees and Workgroups Guide

Last updated January 31, 2013

The following information is intended to provide direction to and help guide MnGeo committees and workgroups. 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*

1. Formation of Committees or Workgroups

- a. The State Chief Geospatial Information Officer (CGIO) will recommend to the Geospatial Technical Committee the formation of a committee or workgroup with advice from the geospatial community.
- b. Committee and Workgroup Formation Criteria
 - i. Supports MN.IT and state geospatial activities and priorities
 - ii. Addresses important community purpose or impact, including grass roots efforts
 - iii. Legislation, other mandate or significant opportunity

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 (MnGeo Director)
- c. Operation
 - i. A 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, attain consensus, perform research and/or produce deliverables
 - iii. Committees and workgroups can create sub-groups to accomplish their purpose
 - iv. Committees and workgroups should meet periodically so that they get things done. Suggestion: Committees meet at least 4 times/year and workgroups meet at least 6 times/year. More if necessary to meet objectives and goals. Meetings can be conducted remotely.
 - v. Committee/workgroup "Members" are persons who are actively participating in committee/workgroup meetings and work. Committee/workgroup charters in general and work plans in detail will delineate member duties and responsibilities.
 - vi. "Interested Parties" are persons who want to be informed of committee/workgroup activity but are not active members
 - vii. Suggested Committee and Workgroup size: Committees generally have 6 to 20 members, and workgroups 4 to 8 members

3. Support

- a. MnGeo provided support will include:
 - i. Assistance with initial committee/workgroup startup and operation
 - ii. Templates for charter, work plan, reports, meeting minutes and website
 - iii. Collaboration tools as available
 - iv. Website for committees and workgroups – content will be managed by the committee or workgroup
 - v. Publication of committee/workgroup generated reports and meeting minutes
 - vi. Assistance with communications with stakeholders
 - vii. Advice if requested
- b. Committees and workgroups will provide:
 - i. Meeting logistics (scheduling rooms, arranging for video, etc.)
 - ii. Meeting minutes (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. Distribution list of members and interested parties
 - iv. Web site content
 - v. Periodic written updates of activity and progress
 - vi. Development of stakeholder communications which will go through MnGeo
- c. MnGeo will attempt to support active committees and workgroups

4. Committee/Workgroup Expectations

- a. Development of a Charter – to be written by the committee/workgroup, then reviewed and approved by the CGIO who will present it to the Geospatial Technical Committee. When committees/workgroups are created, charters will be posted on their websites.
- b. Development of an annual work plan – to be reviewed and approved by the CGIO
- c. Production of deliverables which are defined in the work plan. These should be such that the community and CGIO can:
 - i. See progress that is made
 - ii. Assess whether or not committee/workgroup meets its objectives or goals
 - iii. Know when work is completed or finished
- d. Periodic reporting (Templates to be provided)
 - i. A written update is to be provided to the CGIO after completing a major objective or reaching a milestone
 - ii. On an annual basis
 - iii. If requested by the CGIO
- e. Final Report or documentation of end product
- f. Possible stakeholder presentations or briefings
- g. Periodic meetings with CGIO
- h. Website content (Template to be provided)

5. Charter Content (MnGeo will provide a template)

- a. Title
- b. Purpose – why should a committee/workgroup exist and what is it going to do?
 - i. General description of objectives including what will be accomplished
 - ii. Why it is needed?
 - iii. Who will benefit?
- c. How the committee/workgroup and CGIO will know when it is finished and/or successful.
- d. How progress can be measured.
- e. Disposition of deliverables (Where do they go? Who owns them?)

- f. Likely follow-on actions
 - g. Background
 - h. Relationships to other committees, projects, and organizations
 - i. Estimated timeframe and schedule of activity
 - j. Roles and responsibilities
 - i. Sponsor(s)
 - ii. Chair and vice-chair
 - iii. Team members
 - 1. Roles, duties and responsibilities
 - 2. Skill sets needed
 - 3. Representation from specific groups, organizations, occupations etc. (if desired)
 - 4. Anticipate time commitments
 - iv. Identification of who will provide logistics and support functions (may not be MnGeo)
 - k. Dependencies and interrelationships
 - l. Order of magnitude resource requirements and budget (along with possible sources)
 - i. During
 - ii. After (tails)
6. Work Plan Content – Work plans will be generated at committee/workgroup startup, updated at least once a year and posted on the committee/workgroup website. MnGeo will provide a template. At a minimum work plans will describe:
- a. What is going to be completed, accomplished or delivered in the coming year including milestones along the way
 - b. Resource requirements and anticipated source of the resource(s)
 - c. Detail of members' roles, responsibilities and duties
 - i. Identify by name who is going to do what
 - 1. Meeting arrangements, logistics and minutes
 - 2. Website content
 - 3. Committee/workgroup support
 - 4. Generation of reports
 - 5. Work activities to meet goals and objectives
 - 6. Estimated time commitments
 - d. Follow up or subsequent actions or activities that are anticipated, by whom and when they would likely occur
 - e. Meeting schedule
 - f. Needs or issues that have been identified including coordination with other committees or workgroups