

# NOAA GIS Working Group Charter

Prepared by NOAA GIS Working Group

July 31, 2003

Version 2

**1.0 Introduction:** The absence of a comprehensive, NOAA-wide framework for developing and using GIS and delivering products gives rise to inefficiencies that hinder sharing and delivery of spatial data between both within NOAA and between NOAA and other federal, state, local, and tribal governments and the public, and make it difficult to provide an easy-to-find single point of access to NOAA geospatial services for our customers. This NOAA-wide GIS framework should address both technical issues such as hardware, software, information technology architectures, data standards, metadata development, and methods of data exploration and delivery in addition to issues related to improving the training of and collaboration among NOAA's GIS user community.

This effort to determine the best approach to develop an NOAA Enterprise GIS capability will address these inefficiencies, and will also position NOAA to be a more effective participant in the Federal Government's Geospatial One-Stop (GOS) portal, the flagship Web site for the Expand Electronic Government government-wide initiative in the President's Management Agenda, as well as collaborate with the Department of Homeland Security. Ultimately, NOAA's use of GIS needs to become an integral component of NOAA's IT Enterprise Architecture.

**2.0 Authority:** The NOAA GIS Working Group was created under the direction of the NOAA Chief Information Officer's (CIO) office in January 2003.

**3.0 Purpose:** The purpose of the NOAA GIS Working Group is to lead the effort to evaluate the need for, feasibility of, and design options for developing a NOAA-wide GIS framework.

**4.0 Objectives:** The NOAA GIS Working Group will bring together officially designated representatives from each NOAA Staff/Line Office to:

- Evaluate the existing status of geospatial activities and assets within the agency (e.g., hardware, software, people, skills, data, applications, and others);
- Conduct a needs assessment to identify the requirements both within NOAA and external to NOAA that justify the need to develop a NOAA-wide GIS framework;
- Determine the elements available for creating a NOAA-wide framework given the existing status in each Line Office; and
- Recommend to the NOAA CIO Council a preferred option, along with an implementation strategy that will include a schedule and required resources.

Depending on the CIO Council review and response, the NOAA GIS Working Group could be charged by the CIO Council to lead or coordinate the implementation of the preferred option.

**5.0 Products:** The NOAA GIS Working Group will deliver to the NOAA CIO Council the following products:

- A briefing to the NOAA CIO Council describing the conclusions of the NOAA GIS Working Group;
- A written report summarizing the results of the assessments, and a recommended work plan for implementing a NOAA-wide GIS framework.

**6.0 Membership:** The membership of the NOAA GIS Working Group will consist of a primary representative from each NOAA Line or Staff Office, one or more designated alternates, and additional representatives as needed. The OCIOs of each NOAA Line Office shall formally designate the primary representative and alternates. Any other representatives must be approved by the respective Line Office primary representative and must have permission to participate from their management.

The duties and responsibilities of the primary representative include:

- Attending meetings or ensuring there is an official alternate present;
- Communicating the actions, discussions, and agreements of the NOAA GIS Working Group to their Line Office senior management and GIS community; and
- Ensuring that assignments agreed to by the NOAA GIS Working Group are completed by the target date.

**7.0 Leadership:** The NOAA GIS Working Group, at its first official meeting, will elect a chair to provide leadership for the group. The chair is responsible for drafting and approving the meeting agenda, leading full workgroup meetings, reviewing and approving meeting summaries and actions, and determining working group consensus.

**8.0 Decision making:** The NOAA GIS Working Group chair will strive for consensus on every issue unless time to complete a deliverable or action item is critical. In these circumstances, a simply majority vote of all NOAA Line Office representatives will be sufficient to make a decision. If in these instances a tie vote were to result, the Chair maintains the tie-breaking vote.

**9.0 Time Frame:** The Working Group shall complete its assessment and present its recommendation report to the NOAA CIO Council by December 31, 2003.

**10.0 Processes:** To conduct the activities of the NOAA GIS Working Group in an efficient manner, the following business rules will be followed:

- Meeting agendas will be distributed at least 24 hours before a scheduled meeting with necessary attachments;
- A meeting summary will be delivered within 48 hours of the meeting adjournment;
- Members are expected to come to the meetings prepared and ready to discuss the issues on the agenda; and
- Ad hoc groups comprised of NOAA GIS Working Group members, subject matter experts, and volunteers may be established to address specific deliverables. At the conclusion of the specific assignment, the ad hoc group will disband.

Adopted XXX.