

## **CHARTER**

### **DATA ADMINISTRATION WORKING GROUP (of the National Wildfire Coordinating Group Information Resource Management Working Team)**

#### **I. BACKGROUND**

The National Wildfire Coordinating Group was formed in January 1974 to expand operational cooperation and coordination of the Departments of Interior and Agriculture, and the National Association of State Foresters.

The Information Resource Management (IRM) Working Team was established by the NWCG to analyze specific problem areas in fire management information systems and recommend solutions.

The NWCG IRM Program Management Office (IRM-PMO) was formed in September 2000 as a partnering organization to the NWCG's IRM Working Team. The IRM-PMO provides products and services to establish and maintain an NWCG enterprise architecture consisting of principles, rules, and standards that guide development of wildland fire information systems.

In October 2001, the IRM-PMO presented a concept paper to the NWCG that proposed the formation of a group that would serve as the approving body for NWCG data standards. The concept was approved by NWCG.

#### **II. NAME**

The name of this Group is the Data Administration Working Group (DAWG) of the National Wildfire Coordinating Group, hereinafter referred to as the DAWG.

#### **III. AUTHORITY**

The DAWG is established pursuant to the charter authority granted to the IRM Working Team by the parent NWCG in October 2001. NWCG was established by a Memorandum of Understanding, dated March 16, 1976, signed by the Secretary of Agriculture and the Secretary of the Interior.

#### **IV. MISSION**

To utilize the existing interagency structure of the NWCG and its working teams to establish and approve data standards for the NWCG to achieve data consistency and improve data quality throughout the wildland fire community.

## V. OBJECTIVE

The DAWG will establish and publish interagency data standards to be used in NWCG information systems. Utilization of standards will provide a common interface for data exchange and sharing between systems thereby improving the quality of information gathered and disseminated by the wildland fire community.

## VI. ORGANIZATION

The DAWG is under the direction of the NWCG IRM Working Team, hereinafter referred to as the Team. The Team Chair is assigned overview responsibility for the DAWG's activities.

## VII. MEMBERSHIP

The membership shall consist of a representative from the each of the NWCG working teams. The representative: 1) serves as a point of contact for his/her working team in the data standardization review network; and 2) serves as the data steward for the development of data standards for data items within his/her working team's area of responsibility.

The respective working team chair will select replacement members.

## VIII. DAWG CHAIR AUTHORITIES AND RESPONSIBILITIES

The DAWG Chair is the IRM-PMO Data Architect, a full-time position.

The Chair is authorized to convene meetings at such times and places as deemed necessary by the DAWG.

The Chair has broad authority to make contacts, negotiate work assignments, make commitments on behalf of the DAWG, and commit such resources as are available within the DAWG. The Chair shall recommend to the Team the need for changes in resource needs and/or authorities as they become evident.

## IX. MEETINGS

Meetings will be scheduled as needed and agendas provided to the DAWG members and Team Chair in advance. Attendance at DAWG meetings by working team representatives will be dependent on the subject matter on the agenda as negotiated with the team members and the DAWG chair. Meetings will be held to the minimum number necessary to accomplish the purposes of the DAWG and of the Team.

Sub-groups, if any, within the DAWG will meet at the direction of the DAWG Chair.

Each member's costs for time and travel will be borne by the member's sponsoring agency, except State personnel who will be funded by the Team's budget. Costs other than the above will be borne by the Team's budget.

## X. RESPONSIBILITIES

The DAWG will prepare operating principles for the data standardization process. The Team will approve the operating principles.

The DAWG will manage the data standardization process by approving NWCG data standards and waivers to those standards. The DAWG is responsible for ensuring that all wildland fire entities (functional and organizational) are involved in the data standardization process.

The DAWG will prepare an annual work plan by October 1. This work plan will describe projects to be completed, timeframes, and the budget required. The Team will review and approve this work plan.

The DAWG Chair will provide the Team with progress updates prior to each regularly scheduled Team meeting.

## XI. REPORTS

A written annual report will be submitted to the Team by October 31. This report will contain information on the completion and progress of work items and actions during the preceding fiscal year.

Accurate minutes of each DAWG meeting will be provided to the Team chair within two weeks after each meeting.

## XII. ITEMS NOT COVERED

Procedures not covered in this charter will default to the charter of the Team.

### XIII. APPROVAL

This Charter is effective as of the date of approval by the Chair of the IRM Working Team. The Charter may be revised upon recommendations of a majority of the DAWG members and with the concurrence of the IRM Working Team.

_____ Chair, IRM Working Team	_____ Date
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### XIV. CONCURRENCE

_____ Chair, Fire Danger Working Team	_____ Date
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_____ Chair, Fire Equipment Working Team	_____ Date
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_____ Chair, Fire Use Working Team	_____ Date
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_____ Chair, Fire Weather Working Team	_____ Date
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_____ Chair, Incident Business Practices Working Team	_____ Date
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_____ Chair, Incident Operation Standards Working Team	_____ Date
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_____ Chair, Publication Mgmt. Systems Working Team	_____ Date
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_____ Chair, Safety & Health Working Team	_____ Date
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_____ Chair, Fire Training Working Team	_____ Date
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_____ Chair, Wildland Fire Education Working Team	_____ Date
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_____ Chair, Wildland Fire Investigation Working Team	_____ Date
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_____ Chair, National Wildland/Urban Interface Working Team	_____ Date
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