

FGDC Non-geospatial national organizations Action Team DRAFT Team Charter

Strategic Objective – By 2006, ten non-geospatial national organizations are engaged in and contributing to the NSDI.

Purpose of the Action Team - develop a strategy or plan to engage non-geospatial organizations in FGDC activities.

Product/Result Desired - a written Strategy or Plan to be presented to FGDC Management for approval by Second Quarter of 2005.

Scope of Responsibility - the team will function as an Action Team with responsibility for developing a Plan to be presented to the FGDC Coordination Group. During implementation of the plan, the Action Team will continue to serve as an Advisory Group to the FGDC Secretariat Co-chairs.

Level of Authority - progress will be reported to the Project Manager. The FGDC Coordination Group will provide input, review the plan and assist in implementing the plan. The Staff Director will be kept informed and serve as the champion for this effort.

Leadership – John Clark and Leslie Wollack will serve as co-leads of this Action Team. Tricia Gibbons of LEAD Alliance will serve as consultant and facilitator.

Membership - members were nominated, invited and volunteered to serve from the FGDC membership and active partners. Members include:

Member	Affiliation	Email
Kim Burns	ESRI	kburns@esri.com
Tom Christoffel	Northern Shenandoah Valley Regional Commission (NSVRC)	tchrist@shentel.net
Marc J. Levine	USGS	mlevine@usgs.gov
Rebecca Somer	ACSM	SStCl@aol.com
John Clark	GSA	john.clark@gsa.gov
Leslie Wollack	GOS	Lwollack@fgdc.gov
Tricia Gibbons	LEAD Alliance	tgibbons@leadalliance.com

Roles & Responsibilities & Expectations of Team Members –

- Members are expected to participate in semi-monthly meetings either by conference call or face-to-face. Meetings will last 1.5 – 2 hours.
- Members agreed to participate in a 3 – 4 hour workshop that will take place in lieu of one of the semi-monthly meetings.
- Members agreed to contribute approximately 10 hours of time in addition to semi-monthly meetings.
- Responsibilities may include research, reviewing documents, identifying ideas and best practices, drafting documents, and participating in team activities.

FGDC Non-geospatial national organizations Action Team DRAFT Team Charter

Decision-making process –

Decisions will be made by consensus. Everyone will have input into the decision and agree to support the decision once consensus is reached. Voting will be used only as a fallback decision process.

Communication Linkages –

- Conference calls, meetings, a workshop and email will be the primary communication vehicles.
- Email Response Procedures – if response is needed note in subject line. Example: Response need by _____.
- If members are unable to participate in scheduled meetings, please notify one of the co-leads and send input in advance of the meeting to ensure your voice will be heard.
- Co-leads are expected to communicate decisions, actions and progress with leads of the Communications Action Team and the State Councils Action Team.

Proposed Meeting Schedule –

11/4/04	Kick-off Meeting	
Week of 11/15/04	Conference Call	1 pm – 2:30 pm

The team will determine subsequent conference calls and meetings.

Time Frame –

- Draft of proposed Action Plan due 12/31/04
- Final plan due to Project Manager and Staff Director 1/31/05
- Plan presented to FGDC CG at February 2005 meeting
- Begin implementation March 2005

Performance Indicators – to be determined

Resources Available – financial and logistical support from the FGDC Secretariat.

Logistics –

FGDC will arrange for rooms and phone bridges when needed.

Champion –The Steering Committee and the Secretariat Staff Director are recognized as the champions. Operationally to complete the task, the co-leads and the project manager are the champions of this action team.