

A Governance Model for the NSDI Action Team Charter

Strategic Objective: By 2005, options for restructuring the governance model of the NSDI to make it more effective and inclusive are identified, evaluated and acted upon.

Purpose –investigate, and recommend governance options for the operation of the National Spatial Data Infrastructure. The committee should consider governance of and among the Federal Geographic Data Committee (FGDC), Geospatial One Stop (GOS), and the National Map, as well as other nationally significant programs. i.e. NAIP, NDOP, NAPP, 133 cities..

Scope of Responsibility - the team will function as an Action Team with responsibility for investigating the options and developing the written document. During implementation phase, the Action Team may serve as an Advisory Group to the FGDC Staff Director, and NGPO leadership.

Product/Result Desired - a written document outlining options for restructuring the governance model of the NSDI. Expectations:

- Consider the current governance structure for each component for each component as one option.
- Provide the pros/cons for each option
- Identify actions needed to implement each option
- Recommend a preferred option if appropriate

Level of Authority and Reporting - progress will be reported to the FGDC Project Manager, Milo Robinson. The FGDC Coordination Group will provide input, review the options and assist in implementing the plan. The FGDC Staff Director will be kept informed of all issues of concern, act as liaison to the National Geospatial Programs Office (NGPO) core team, and serve as the champion for this effort.

Leadership – Dennis Goreham (Utah/NSGIC) and Alan Voss (TVA) will serve as co-leads for this action item.

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

Last	First	E-mail	Affiliation
Anderson	Eric	eaanderson@dmgov.org	City of Des Moines
Armstrong	Michael	mrarmstrong@dmgov.org	City of Des Moines
Campbell	Don	Donald.Campbell@fcc.gov	FCC
DeAngelo	Monica	Monica.DeAngelo@ferc.gov	FERC
DeMinco	Paul	Paul.A.DeMinco@nasa.gov	NASA
Fusaro	Randy	randy.j.fusaro@census.gov	Census
Goreham	Dennis	dgoreham@utah.gov	NSGIC - Utah
Jackson	Todd	tjackson@westerville.org	URISA
Johnson	Shelby	shelby.johnson@mail.state.ar.us	NSGIC - Arkansas
LaVoi	Tony	Tony.Lavoi@noaa.gov	NOAA

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Milton	Ingrid	ingrid.milton@usda.gov	USDA/NRCS
Querry	James	james.querry@phila.gov	City of Philadelphia
Seamon	Eric	erich.seamon@sfgov.org	City and County of San Francisco
Smith	Cy	cy.smith@state.or.us	NSGIC - Oregon
Spicci	Tony	Tony.Spicci@mds.mo.gov	NSGIC - MO - President-elect
Stevens	Al	asteve1@usgs.gov	FGDC/GSDI
Vandegraft	Doug	doug_vandegraft@fws.gov	FWS
Voss	Alan	awvoss@tva.gov	TVA
Whitaker	Larry	mclean@dynasty.net	County Judge/Executive McLean County
1 or more members	To be determined		Academic Community

Milo Robinson and Alison Dishman will provide support from the FGDC Staff. Tricia Gibbons will provide facilitation and coordination support.

Roles & Responsibilities & Expectations of Team Members –

- Members are expected to participate in semi-monthly meetings by conference call. Meetings will last approximately 2 hours. Two or three face-to-face meetings will be held, with teleconference participation provided and acceptable. One or more (one day maximum) workshops will also be held.
- Members agreed to contribute approximately 10 - 15 hours of time per month to this effort in addition to the semi-monthly meetings.
- Members will be expected to research topics, review documents, identify ideas and best practices, write documents, and participate in team activities.
- Members will report back to supporting organizations/groups and consult with them as necessary.
- Members will notify a team lead if they can not participate in a meeting.
- Members will resign from the team if they are unable to fulfill these expectations.

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 by participating members will be used only as a fallback decision process.

Communication Linkages –

- Conference calls, meetings, and email will be the primary communication vehicles. A list serve will be available (propose.gov@fgdc.gov).
- 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.

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- A shared disk drive will be available to provide access to team documents through QuickPlace http://gsvaresa07.er.usgs.gov/QuickPlace/fd-gov/Main.nsf/h_Toc/7CB1ED9DCD9FCEAB852567C3006E2DBE/?OpenDocument
- Monthly reports to Project Leads.
- Coordination with NGPO Initiatives.

Proposed Meeting Schedule –

11/4/05 -	Kick-off Meeting in Washington	1 pm – 4 pm Eastern Time
11/5/05		9 am – 12 pm Eastern Time
11/17/04	Conference Call	10 am – 12 pm Eastern Time
12/2/04	Conference Call	1 pm – 3 pm Eastern Time
12/16/04	Meeting - Reston VA	9 am – 4 pm Eastern Time
12/17/04	Meeting - Reston VA -	8:30 AM – Noon - Tentative

Meeting times will continue twice per month as needed in 2005 until the work of the committee is completed.

Time Frame –

- 11/10/04 Team accept revised charter
- Nov-Jan Review other studies, investigate options, interview key people, complete background studies.
- 11/30/04 Monthly report due
- 12/3/04 Draft report due. Report will include
 - Revised Charter
 - Issues we plan to address
 - Options we plan to consider
 - Detailed work plan
 - Projected outcomes
 - Milestones
 - Approval process outline
- 12/10/04 NGPO report due
- 12/15/04 NGPO Board meeting
- 1/14/05 Quarterly report due to Project Manager and Staff Director
- Jan 05 Workshop for input from private sector, Academia, NGO's etc.
- Feb 05 Develop governance options, with advantages and disadvantages, complete draft report
- March 05 Send draft report for Review and comment. Present to professional meetings as we can.
 - ASPRS
 - GITA
 - ESRI Federal Users Group
- April 05 Rewrite report to consider comments from review period
- May 05 Second review period
- June 05 Complete final report

Performance Indicators – Ability to meet above schedule.

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Resources Available – Facilitation, financial and logistical support will be provided by the FGDC Secretariat.

Logistics – FGDC will arrange for phone bridges and meeting rooms if needed

Champion –The Steering Committee and Secretariat Staff Director are recognized as the champions along with the leadership team of the NGPO. Operationally to complete the task, the co-leads and the project manager will provide day to day direction for this action team.