

# FGDC Future Directions “Fifty States Involved in the NSDI” Team Charter

**Purpose** – develop an action plan to actively engage all fifty states in the continued development of the National Spatial Data Infrastructure and to measure their progress.

**Product/Result Desired** - a written Strategic Plan will be implemented beginning in January 2005 with full support of the FGDC and NSGIC membership.

**Scope of Responsibility** - the team will function as an Action Team with responsibility for developing a Strategic 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 and the NSGIC Board of Directors. 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** – Bill Burgess will serve as the lead for this Action Team. Tricia Gibbons of LEAD Alliance will serve as consultant and facilitator.

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

Member	Affiliation	Email
Ingrid Y. Bruce	City of Rancho Cucamonga, CA	<a href="mailto:ibruce@ci.rancho-cucamonga.ca.us">ibruce@ci.rancho-cucamonga.ca.us</a>
Bill Burgess	NSGIC	<a href="mailto:William.burgess@comcast.net">William.burgess@comcast.net</a>
John Clark	General Services Administration	<a href="mailto:John.clark@gsa.gov">John.clark@gsa.gov</a>
Stu Davis	State of Ohio	<a href="mailto:Stu.davis@ohio.gov">Stu.davis@ohio.gov</a>
Tony LaVoi	NOAA Coastal Services Center	<a href="mailto:Tony.lavoi@noaa.gov">Tony.lavoi@noaa.gov</a>
Vicki Lukas	USGS – Seattle, WA	<a href="mailto:Vlukas@usgs.gov">Vlukas@usgs.gov</a>
Ingrid M. Milton	USDA – Beltsville, MD.	<a href="mailto:Ingrid.milton@usda.gov">Ingrid.milton@usda.gov</a>
Joe Sewash	State of Tennessee	<a href="mailto:Joe.sewash@state.tn.us">Joe.sewash@state.tn.us</a>
Nick Tew	State of Alabama	<a href="mailto:ntew@gsa.state.al.us">ntew@gsa.state.al.us</a>
Gene Trobia	State of Arizona	<a href="mailto:gtrobia@lnd.state.az.us">gtrobia@lnd.state.az.us</a>
Larry Zink	State of Nebraska	<a href="mailto:lzink@notes.state.ne.us">lzink@notes.state.ne.us</a>

## Roles & Responsibilities & Expectations of Team Members –

- Members are expected to participate in semi-monthly meetings by conference call. Meetings will last 2 hours.
- Members agree to participate in a 1 – 2 day workshop (if required) that may take place in lieu of one of the semi-monthly meetings. (Note: state and local government members will not be expected to attend unless travel funds are provided)
- Members agree to contribute approximately 10 hours of time to this effort in addition to the semi-monthly meetings.

# FGDC Future Directions “Fifty States Involved in the NSDI” Team Charter

- Responsibilities may include research, reviewing documents, identifying ideas and best practices, drafting documents, and participating in team activities.

**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, a potential workshop and email will be the primary communication vehicles.
- Email Subject lines will start with “FGDC 50 States” to draw team members attention.
- 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 the lead and send input in advance of the meeting to ensure your voice will be heard.

## **Meeting Schedule** –

10/25/04	Conference Call	1 pm – 3 pm Eastern Time
11/8/04	Conference Call	1 pm – 3 pm Eastern Time
11/22/04	Conference Call	1 pm – 3 pm Eastern Time
12/06/04	Conference Call	1 pm – 5 pm Eastern Time

## **Time Frame** –

- Draft of the plan provided to members as straw document 10/04/04
- Final plan due to Project Manager, Staff Director, and NSGIC Board 11/23/04
- Plan presented to FGDC Coordination Group at their December meeting
- Begin implementation 1/05

**Performance Indicators** – to be determined

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

**Logistics** – FGDC will arrange for phone bridges

**Champion** –The Steering Committee, Secretariat Staff Director, and NSGIC Board of Directors are recognized as the champions. Operationally to complete the task, the lead and the project manager are the champions of this action team.