

NMFS GIS Committee Charter

Introduction

Geographic Information Systems (GIS) are an essential component of ecosystem based science and management. As more resources are dedicated to the development and use of GIS across the National Marine Fisheries Service (NMFS), there are opportunities to improve efficiency and effectiveness and avoid redundancies through improved communication and collaboration. The NMFS GIS Committee will provide direction to NMFS concerning appropriate development and use of geospatial data, technologies, and resources to improve fisheries science and management. Additionally, the NMFS GIS Committee will represent NMFS with a unified voice on the National Oceanic and Atmospheric Administration (NOAA) Enterprise GIS Committee.

Authority

The NMFS GIS Committee is granted license by the National Information Management Board (NIMB). The committee will be chartered for a term of two years and report to the office of the Chief Information Officer (CIO) through the Regional Information Technology Coordinators (RITC), at which point its term may be extended by joint recommendation of the CIO and RITCs to the NIMB.

Purpose

Foster communication and collaboration between GIS practitioners across NMFS. Facilitate organization and development of geospatial data, geospatial applications, GIS infrastructure, and GIS human resources to improve fisheries science and management.

Responsibilities

- Develop, review, and provide guidance on standards, protocols, and best practices to GIS practitioners across NMFS.
- Facilitate the development and sharing of GIS data, technologies, skills, and methods across NMFS to increase the quality, efficiency, and effectiveness of fisheries science and management.
- Facilitate information exchange within NOAA and with other agencies and the public.
- Establish and maintain a visible presence to represent NMFS GIS within NOAA and to external entities.
- Advise NMFS decision makers on issues, concerns, and opportunities related to strategic planning and the optimal use of GIS resources.
- Acknowledge special efforts and achievements in GIS throughout NMFS.

Committee membership

- Members
Membership in the committee is open to all NMFS FTE and contractor staff.
- Representatives
Each NMFS Regional Office, Science Center, Headquarters Office (CIO, Science and Technology, Habitat Conservation, Protected Resources, Sustainable Fisheries), and the Office of Law Enforcement will have one official representative on the committee.

Representatives must be NMFS FTEs. Each Financial Management Center (FMC) is entitled to one vote. Representatives may designate one or more alternates. Duties and responsibilities of the representatives include:

- i. Attending meetings or ensuring there is an official alternate present. Representatives are expected to come to the meetings prepared and ready to discuss the issues on the agenda.
 - ii. Communicating the actions, discussions, and agreements of the NMFS GIS Committee to their FMC senior management and GIS community.
 - iii. Ensuring that assignments agreed to by the NMFS GIS Committee are completed by the target date.
- **Officers**
 - a. Only official representatives may be elected as officers. Officers will serve for a term of one year.
 - b. A chairperson will act to coordinate the committee activities.
 - c. A vice-chairperson will act for the chairperson when needed and assist the chairperson as requested.
 - d. A secretary will record minutes of committee meetings and will deliver a summary to members within two business days of the conclusion of each meeting.

Subcommittee membership

- Subcommittees will be established by the committee as needed.
- Subcommittees will be comprised of NMFS GIS Committee members, subject matter experts, and volunteers to produce specific deliverables. At the conclusion of the specific assignment, the subcommittee will be dissolved.

Meetings

- The NMFS GIS Committee will meet once a month. This may be modified as needed.
- Meeting agendas will be distributed with necessary attachments at least two business days prior to scheduled meetings.
- Special meetings may be held at the request of NMFS management.
- Subcommittees will meet as needed to accomplish their tasks.
- Face to face meetings will be held annually.

Decision process

The NMFS GIS Committee will strive for decisions by consensus. If time to complete a deliverable or action item is critical and consensus cannot be obtained, a simple majority vote will be sufficient for a decision. In the event of a tie vote, the chairperson's vote will decide the issue.

Amendments

Amendments to this charter may be proposed by an official representative. Proposed amendments must be made available to the NMFS GIS Committee at least 10 business days prior to a vote. Upon approval by the NMFS GIS Committee, amendments must be reviewed by the RITCs and submitted to the NIMB for final approval.