

NOAA GIS Committee Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration's (NOAA) Geographic Information System (GIS) Committee provides guidance and oversight for the NOAA GIS community. The Committee establishes policies, priorities, and provides direction (evaluating, determining, and recommending) for the establishment of comprehensive NOAA-wide GIS architecture. The Committee additionally provides ongoing examination and monitoring of enterprise-wide standards.

Membership:

- **Executive Sponsor:** Hugh Johnson, NOS CIO
- **Chairperson:** Tony LaVoi, NOS
- **Contact:** http://www.cio.noaa.gov/IT_Groups/noaa_cio_GIS_Committee.html
- **Participation:** Meetings of the NOAA GIS Committee are open to all NOAA organizations. As much as possible, the membership of the NOAA GIS Committee should represent the NOAA GIS community. The membership of the NOAA GIS Committee consists of a primary representative from each NOAA Line or Staff Office. A listing of the current active membership is located at http://www.cio.noaa.gov/IT_Groups/noaa_cio_GIS_Committee_members.html
- **Working Groups:** Ad hoc groups comprised of members of the NOAA GIS Committee, subject matter experts, and volunteers may be established to address specific deliverables. Currently, two dedicated working groups exist:
 - GIS IT Architecture Working Group is an ad-hoc group comprised of NOAA GIS Committee members, subject matter experts, and volunteers across NOAA. This WG is tasked with developing a target NOAA GIS IT architecture framework.
 - Enterprise Licensing Working Group is an ad-hoc group comprised of one representative per line office from the NOAA GIS Committee. This WG is tasked with evaluating the terms and conditions of enterprise license agreements and proposals from geospatial software vendors.

Roles and Responsibilities:

The overall role of the Committee is to serve as a coordination point for NOAA's GIS-related activities and serve as an advisory body to the NOAA CIO. In this, the Committee will

- Provide leadership, oversight, and a communication structure for the NOAA GIS community;
- Facilitate policies, guidelines, and best practices in GIS;
- Serve as NOAA's forum for developing organizational-wide approaches for managing spatial data resources; and
- Promote and ensure NOAA compliance with federal geospatial data standards.

Meetings, Assessment and Reporting:

Meetings will be held at a regularly scheduled time and location. Day, time, and location may be changed by group consensus to meet the needs of the Committee membership. Most meetings will be open for general attendance. The Chairperson will regularly brief the Executive Sponsors on the activities of the Committee.

Decision Making Process:

The NOAA GIS Committee chair will strive for consensus unless time to complete a deliverable or action item is critical. In these circumstances, a simple majority vote of all NOAA Line Office representatives will be sufficient to make a decision. If, in these instances, a tie vote were to result, the Chair maintains the tie-breaking vote. The Committee may also choose to elevate significant policy issues for a decision at the Council level.

Charter:

The NOAA GIS Committee was created under the direction of the NOAA Chief Information Officer's (CIO) office in January 2003. The Committee will stay in effect until terminated by the NOAA CIO Council.