



**Federal Geographic Data Committee  
Coordination Group Meeting  
Tuesday, September 1, 2009  
9:00 a.m. – 1:00 p.m. EST**

## Agenda

9:00 – 9:10	<b>Welcome and Introductions</b>	<i>Ivan DeLoatch, FGDC</i>
9:10 – 9:15	<b>Previous Meeting Action Item Review</b>	<i>Pat Phillips, FGDC</i>
9:15 – 9:30	<b>FGDC Business Update</b> (SmartBuy, IFTN, AR 2009, CG SOP, CG Charter, National Geospatial Open Forum, CG Meeting Scheduling)	<i>Ken Shaffer, FGDC</i>
9:30 – 9:45	<b>FGDC Secretariat Report</b>	<i>Ken Shaffer, FGDC</i>
9:45 – 10:00	<b>Summary of the August, National Geospatial Advisory Committee Meeting</b>	<i>John Mahoney, FGDC</i>
	<b><u>Topics of Interest</u></b>	
10:00 – 10:40	<b>Update on the Geospatial Lifecycle Working Group Theme Discussion:</b> Objective: update members on comments received on the reorganization of data themes and management structure as proposed at the 8/4/09 CG meeting.	<i>Wendy Blake- Coleman, EPA</i>
10:40 - 10:55	<b>BREAK</b>	
10:55 – 11:15	<b>Harmonization on the Revisions of Charters for the Standards, Technology and Architecture, and Metadata Working Groups</b>	<i>Lew Sanford, FGDC</i>
11:15 – 11:55	<b>Geospatial Line of Business 2011 Concurrence Status</b>	<i>Ivan DeLoatch, FGDC</i>
11:55 – 12:15	<b>Example of a Common Dashboard Reporting Mechanism for the FGDC WG's and SC's</b>	<i>Milo Robinson, FGDC Randy Fusaro, Census</i>
12:15 – 12:30	<b>Develop Schedule for WG and SC Updates</b>	<i>Ivan DeLoatch, FGDC</i>
12:30 – 12:45	<b>CG's Executive Committee Liaison Process</b>	<i>Ivan DeLoatch, FGDC</i>
12:45 – 1:00	<b>Summary of Action Items / Next Meeting Agenda</b>	<i>Pat Phillips, FGDC</i>
1:00	<b>Adjourn</b>	

<b>*Read-ahead Documents (provided by Wednesday, 8/18)</b>	<ol style="list-style-type: none"> <li>1. 8/4 CG Action Items</li> <li>2. FGDC Business Report</li> <li>3. FGDC Secretariat Report</li> <li>4. FGDC Structure Diagram</li> </ol>
<b>Other Relevant documents</b>	

\* Read-ahead documents are located at the my.usgs.gov site for member access.

## CG Meeting Planning

<b>Coordination Group Meetings Topics</b> (in addition to the following standing items) - Welcome and Introductions; - Previous Meeting Action Item Review; - FGDC Business Update; - FGDC Secretariat Report; - Summary of Action Items / Next Meeting Agenda; - Adjourn
<b>October 13, 2009, Tuesday, 9-3 EST, NCPC Washington, D.C.</b>
<b>November 3, 2009, Tuesday 9-2 EST, NCPC Washington, D.C.</b>
<b>December 8, 2009, Tuesday 9-3 EST, NCPC Washington, D.C.</b>
<b>Pending Topics (date topic was identified)</b>
<ul style="list-style-type: none"> <li>• Defining the NSDI (20090602-02)</li> <li>• Standing up a Transportation Subcommittee (20090602-03)</li> <li>• Define/recommend how programs, like <i>The National Map</i> and the National Atlas, are identified, included, tracked, and involved in the CG efforts. (20090602-05)</li> <li>• One or two SC and WG to present status at each CG meeting (from July 7 meeting)</li> <li>• Harvesting issue with GOS and geodata.gov. 20090707-02 Doug Nebert, FGDC</li> <li>• Invite EPA to showcase the metadata tools as displayed at the ESRI International Conference (from August 4 meeting)</li> <li>• Get an update on Geospatial One Stop to include the use of the National Map viewer and the harmonization of the lexicon (Sept. 1 meeting)</li> <li>• Common Services Survey Results (Sept. 1 meeting) 20 minutes</li> <li>• SmartBuy follow-up (Sept. 1 meeting)</li> <li>• IFTN Next Steps (Sept. 1 meeting)</li> <li>• Cultural and Demographic Statistics SC and Homeland Security WG summary presentations (Sept. 1 meeting) 30-45 minutes each</li> <li>• National Geospatial Forum planning Update (Sept. 1 meeting)</li> <li>• 2010 Schedule for the CG (Sept. 1 meeting)</li> <li>• Select a CG Co-Chair (Sept. 1 meeting)</li> <li>• Select the ExCom Liaison scenario (Sept 1. meeting)</li> <li>• Issues to take to the ExCom meeting (Sept. 1 meeting)</li> <li>• Best Practices and product of the Lifecycle WG ( Sept. 1 meeting)</li> <li>• Ideas for the Placed-Based memo</li> </ul>

## CG Record of Decision(s)

<b>ID</b> (yyyymmdd-#)	<b>Decision/Description</b> Decisions provide a position/foundation on which actions are taken.
20090804-01	By show of hands, the CG recommended to forward the revised CG Charter to the Steering Committee for review and endorsement.
20090901-03	By show of hands, the CG came to consensus that the FGDC structure graphic that Milo Robinson created is now complete.



## Federal Geographic Data Committee Coordination Group Meeting September 1, 2009

### ACTION ITEMS

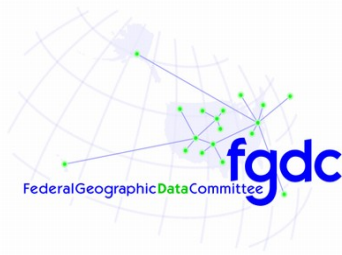
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090804-01</b>
<b>Action:</b>	Send the CG a list of agencies that have submitted materials for the FGDC Annual Report. Provide the CG with hard deadlines.	
<b>Contact:</b>	FGDC, Milo Robinson, mrobinson@fgdc.gov	
<b>Resolution/ Response:</b>	Milo provided an e-mail to the CG on August 5.	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat and CG members</b>	<b>Action #: 20090804-02</b>
<b>Action:</b>	Review and comment on the CG Operation Guidelines was requested at the 7/7/09 meeting. This is a reminder that comments should be submitted to Ken Shaffer on an on-going basis. The CG Operational Guidelines documentation is located at my.usgs.site in the 7/7/09 CG folder.	
<b>Contact:</b>	FGDC, Ken Shaffer, kshaffer@fgdc.gov	
<b>Resolution/ Response:</b>	Updates will occur as required and be presented to the CG at the corresponding meetings. Next update to occur pending ExCom decision on liaison process.	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090804-03</b>
<b>Action:</b>	By show of hands, the CG recommended to forward the revised CG Charter to the Steering Committee for review and vote.	
<b>Contact:</b>	FGDC, Lew Sanford, lsanford@fgdc.gov	
<b>Resolution/ Response:</b>	CG Charter initially sent out for SC vote on 8/25. Vote resent on 8/31 with a response extension to 8/11.	
<b>Complete</b>		
<b>Lead:</b>	<b>CG Members</b>	<b>Action #: 20090804-04</b>
<b>Action:</b>	Contact Arista Maher if planning to attend the August 25, 26 National Geospatial Advisory Committee meeting at the National Conservation Training Center in Shepherdstown, WV.	
<b>Contact:</b>	FGDC, Arista Salimi- Maher, amaher@fgdc.gov	
<b>Resolution/ Response:</b>	Done.	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action#: 20090804-05a</b>
<b>Action:</b>	Add the GeoLoB to the diagram template and reflect that the GeoLoB reports to the CG. Send the revised version to the CG for review.	
<b>Contact:</b>	FGDC, Milo Robinson, mrobinson@fgdc.gov	
<b>Resolution/ Response:</b>	Diagram updated and to be presented at 9/1/09 meeting.	

<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action#:20090804-05b</b>
<b>Action:</b>	Randy Fusaro will work with Milo Robinson and Lew Sanford to develop a Dashboard reporting template for the WG's and SC's.	
<b>Contact:</b>	FGDC, Milo Robinson, <a href="mailto:mrobinson@fgdc.gov">mrobinson@fgdc.gov</a>	
<b>Resolution/ Response:</b>	Dashboard template to be presented and discussed at 9/1/09 meeting.	
<b>Complete</b>		
<b>Lead:</b>	<b>CG Members</b>	<b>Action #: 20090804-06</b>
<b>Action:</b>	The Lifecycle WG seeks comments on the reorganization of data themes and seeks validation of whether the data sets are correct. Does the CG consider this the right management structure to get the work done and does the CG endorse this approach? Lew Sanford will help develop a few survey questions and develop a forum on the <a href="http://my.usgs.gov">my.usgs.gov</a> site	
<b>Contact:</b>	FGDC Lew Sanford, <a href="mailto:lsanford@fgdc.gov">lsanford@fgdc.gov</a>	
<b>Resolution/ Response:</b>	CG members comments solicited at 8/25 meeting. Follow-up to be presented at 9/1/09 meeting. Survey questions have been developed and are currently in review.	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat and CG members</b>	<b>Action #: 20090707-03</b>
<b>Action:</b>	Incorporate comments from the July meeting into the Coordination Group Charter and send the revised Charter out for vote to the CG before the August 4, meeting. The vote may be an electronic vote with comment.	
<b>Contact:</b>	FGDC, John Mahoney, <a href="mailto:jmahoney@fgdc.gov">jmahoney@fgdc.gov</a> and Pat Phillips, <a href="mailto:paphillips@fgdc.gov">paphillips@fgdc.gov</a>	
<b>Resolution/ Response:</b>	The Charter Work Group met on Friday 7/24 and will present an update at the 8/4/09 CG meeting. By show of hands at the 8/4 meeting, the CG endorsed the CG Charter revision and recommended passing the charter through the Steering Committee for endorsement.	
<b>Complete</b>		
<b>Lead:</b>	<b>CG members</b>	<b>Action 20090901-01</b>
<b>Action:</b>	DHS will distribute the imagery prioritization plan they use.	
<b>Contact:</b>	DHS, Jeff Booth, <a href="mailto:Jeffery.booth@dhs.gov">Jeffery.booth@dhs.gov</a>	
<b>Resolution/ Response:</b>	This information was sent to the CG listserv on 9/3/09	
<b>Incomplete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-02</b>
<b>Action:</b>	The FGDC Secretariat will forward to the CG the Challenges that were submitted by agencies for inclusion into the FY09 Annual Report.	
<b>Contact:</b>	FGDC, Milo Robinson, <a href="mailto:milorobinson@fgdc.gov">milorobinson@fgdc.gov</a>	
<b>Resolution/ Response:</b>		
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-03</b>

<b>Action:</b>	By show of hands, the CG came to consensus that the FGDC structure graphic is now complete.	
<b>Contact:</b>	FGDC, Milo Robinson, milorobinson@fgdc.gov	
<b>Resolution/Response:</b>	This action is added to the CG Record of Decision on page 3 of this document.	
<b>Incomplete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-04</b>
<b>Action:</b>	The CG meeting dates for 2010 will be scheduled at the National Capitol Planning Commission for the second Tuesday of every month from 9:00 am – 3:00 pm.	
<b>Contact:</b>	FGDC, Pat Phillips, paphillips@fgdc.gov	
<b>Resolution/Response:</b>	An e-mail was sent to NCPC for availability and reservation of these dates on September 2.	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat and CG members</b>	<b>Action #: 20090901-05</b>
<b>Action:</b>	Meet at NCPC on September 9 from 9:00 to 12:00 for a discussion regarding a potential strategy for the revision of the Geo LoB contract and to rebase the remaining 2009 activities and the 2010 tasks.	
<b>Contact:</b>	FGDC, Lew Sanford, <a href="mailto:lsanford@fgdc.gov">lsanford@fgdc.gov</a>	
<b>Resolution/Response:</b>	The Moynihan meeting room at NCPC for 9:00 – 12:00 on September 9.	
<b>Incomplete</b>		
<b>Lead:</b>	<b>Lifecycle WG members</b>	<b>Action #: 20090901-06</b>
<b>Action:</b>	The NGAC has developed a draft metrics paper and would like feedback from the Geo Lob Lifecycle WG.	
<b>Contact:</b>	FGDC, John Mahoney, <a href="mailto:jmahoney@fgdc.gov">jmahoney@fgdc.gov</a>	
<b>Resolution/Response:</b>		
<b>Incomplete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-07</b>
<b>Action:</b>	<b>Action 20090901 – 06:</b> Ken Shaffer will share the Q's & A's from the July 23, 2009 hearing before the <a href="#">Subcommittee on Energy and Mineral Resources: Oversight Hearing on "Federal Geospatial Data Management" And Legislative Hearing on H.R. 2498</a> with the CG once they have been through the review process and are finalized.	
<b>Contact:</b>	FGDC, Ken Shaffer, <a href="mailto:kmschaffer@fgdc.gov">kmschaffer@fgdc.gov</a>	
<b>Resolution/Response:</b>		
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-08</b>
<b>Action:</b>	Ken to send out the most recent GeoRecovery meeting minutes to the CG.	

<b>Contact:</b>	FGDC, Ken Shaffer, kmshaffer@fgdc.gov	
<b>Resolution/ Response:</b>	Minutes were sent 9.2.09	
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat and CG members</b>	<b>Action #: 20090901-09</b>
<b>Action:</b>	Identify a venue for a special session on the Lifecycle Management Work Group recommendations. All CG members should review the Lifecycle materials and associated questions that are posted on my.usgs.gov site. Comments are due by September 16. Tentatively, the meeting will be scheduled at NCPC for September 22.	
<b>Contact:</b>	EPA, Wendy Blake- Coleman	
<b>Resolution/ Response:</b>	The Commission Chambers conference room at NCPC on September 22 from 9:00- 12:00.	
<b>Incomplete</b>		
<b>Lead:</b>	<b>CG members</b>	<b>Action #: 20090901-10</b>
<b>Action:</b>	Provide comments on the Common Dashboard Reporting Mechanism for the FGDC's WG and SC to Randy.	
<b>Contact:</b>	Census, Randy Fusaro, jandy.j.fusaro@census.gov	
<b>Resolution/ Response:</b>		
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-11</b>
<b>Action:</b>	Send comments on the FGDC Work Group and Subcommittee Charter template to Lew Sanford by the end of this week. Lew will forward the endorsed template out to the Committee Chairs for their use. A similar template approach will be used for the work plans.	
<b>Contact:</b>	FGDC, Lew Sanford, lsanford@fgdc.gov	
<b>Resolution/ Response:</b>		
<b>Incomplete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-12</b>
<b>Action:</b>	The FGDC Secretariat is to develop a schedule for the FGDC Work Groups and Subcommittees to provide a 30 - 45 minute status presentation at the monthly Coordination Group meetings. The Homeland Security WG and the Cultural and Demographic Statistics SC will provide status update at the October 13 CG meeting.	
<b>Contact:</b>	FGDC, Name, e-mail address	
<b>Resolution/ Response:</b>		
<b>Complete</b>		
<b>Lead:</b>	<b>FGDC Secretariat</b>	<b>Action #: 20090901-13</b>
<b>Action:</b>	Lew Sanford is to distribute the Common Services survey results to the CG. 20 minutes will be added to the October agenda for this topic.	

<b>Contact:</b>	FGDC, Lew Sanford, lsanford@fgdc.gov
<b>Resolution/ Response:</b>	Information was sent via e-mail on 9.4.09
<b>Complete</b>	
<b>Lead:</b>	<b>FGDC Secretariat</b> <b>Action #: 20090901-14</b>
<b>Action:</b>	Poll the CG members on the method that they would like to choose a Liaison(s) to attend the ExCom meetings. Include ranking.
<b>Contact:</b>	FGDC, Name, e-mail address
<b>Resolution/ Response:</b>	Vote sent out to members.



## Federal Geographic Data Committee Coordination Group Meeting September 1, 2009 MEETING MINUTES

### **General/Intros/Upcoming Meetings/Summary of Action Items:**

**Welcome and Introductions:** Ken Shaffer, FGDC [[presentation](#)]

**FGDC Business Update**

**FGDC Secretariat Report**

The meeting commenced with opening remarks.

The FGDC Business Update, the Secretariat Report and the CG Agenda Items will now be combined into one presentation. This will supplement the set of read-ahead's and will be used as a walk-through of the topics covered at the meeting. Use the Secretariat Report to gain context to the read – ahead's. Materials will not be presented in full at the meeting; it is the responsibility of the attendees to review the material prior to the meeting, as stated in the CG operating procedures.

**IFTN CG Discussion:** IFTN calls for a Program Management Office (PMO) with ½ FTE of dedicated staff from three organization, NDOP, USGS and USDA.

DHS comments: This IFTN ROD will be overcome by events if it doesn't move now.

Microsoft is starting to fly aerial photography and this action will eliminate the Federal government from providing public domain products. There is speculation that this will be intense competition and Microsoft will not be willing to share their products with the federal government.

Response: The intent is to stand up the PMO in the first ½ of FY 2010 and the IFTN Phase 1 Plan to address the stand-up is already in active development.

**Action Item 20090901-01:** DHS will distribute to the CG the imagery prioritization plan they use.

**Action 20090901- 05:** Meet at NCPC on September 9 from 9:00 to 12:00 for a discussion regarding a potential strategy for the revision of the Geo LoB contract and to rebase the remaining 2009 activities and the 2010 tasks.

**CG Operation Guidelines Document** is a living document. When changes are made they will be put into the monthly business report for the CG members to see.

**Annual Report Discussion:** Challenges from the CG offsite and future recommendations to fix those challenges should be added to the 2009 Annual Report. Another challenge could describe



the scope of the NSDI.

**Action Item 20090901-02:** The FGDC Secretariat will forward to the CG the Challenges that by agencies for inclusion into the FY09 Annual Report.

**Place-Based Policy and Programs Memo:** The ExCom will talk with OMB and others regarding the Placed Based memo. This memo is focused on leveraging place-based programs to more effectively improve an area. The question that should be asked is how we can support the place-based initiative rather than asking what examples to we have to show what geospatial management can do.

### **Summary of the August, National Geospatial Advisory Committee Meeting – John Mahoney, FGDC [[presentation](#)]**

John provided a summary of the NGAC August 26-27 meeting in Shepherdstown, WV and stated that the meeting minutes and presentations will be shared on the FGDC web page.

The NGAC endorsed the IFTN Record of Decision by resolution. They included in the resolution endorse of seeking authorized funding and to create an FY 2011 Budget Initiative.

**Action 20090901-06:** The NGAC has developed a draft metrics paper and would like feedback from the Geo Lob Lifecycle WG.

National Geospatial Forum will focus on just a few topics: the Place Based Initiative and Geospatial Policy.

Emerging Technologies – what are the impact of cloud computing and other technology on a Geospatial Policy? Stephen Lowe, USDA SAOGI will be a liaison on this topic.

The FGDC Secretariat is in the process in sorting out the new NGAC nominations for members whose terms will expire at the end of January 2010. FGDC will be establishing a review committee and may reach out to a couple of CG members for participation.

### **Update on the Geospatial Lifecycle Working Group Theme Discussion: Wendy Blake-Coleman, EPA [[presentation](#)]**

The Lifecycle WG has not received any comments on the Lifecycle presentation or the document from the CG presentation on August 4. All the information is posted to the myUSGS.gov shared site. Wendy would appreciate comments and would like to come to closure on this by early October. The WG thought that CG members may not have bought into the idea and/or understand National Geospatial assets, including theme coordinators, scope of the A-16 geospatial data portfolio, scope of the NSDI, what data sets belong on the A-16 lists, etc. A goal of the Lifecycle WG is to make the A-16 portfolio understandable to the masses.

The potential alignment of the proposed A-16 themes needs the CG members review.

**Comment:** There is a need to address cross cutting themes. For example the energy theme is crosscutting with various other themes; there should be a dialog across the themes.

**Action 20090901 -09:** Identify a venue for a special session on the Lifecycle Management Work Group recommendations. All CG members should review the Lifecycle materials and associated questions that are posted on my.usgs.gov site. Comments are due by September 16. Tentatively, the meeting will be scheduled at NCPC for September 22.

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### **Harmonization on the Revisions of the Charters for Standards, Technology and Architecture, and Metadata Working Groups – Lew Sanford, FGDC [[template](#)]**

**Action Item 20090901- 11:** Send comments on the FGDC Work Group and Subcommittee Charter template to Lew Sanford by the end of this week. Lew will forward the endorsed template out to the Committee Chairs for their use. A similar template approach will be used for the work plans.

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### **GeoSpatial Line of Business 2011 Concurrence Status – Ivan DeLoatch, FGDC**

An emergency meeting was called on August 31 regarding the status of continuing the GeoLoB. OMB is supporting the GeoLoB through FY 2010. The FGDC would like to get concurrence with the Steering Committee on this and to date, 12 agencies have not yet responded. We are taking steps to call the non- responding agencies individually. A summary from the Steering Committee vote will be provided when the tally is complete. There still is work in the groups that need to finish before they can be sunsetted. Ivan is awaiting guidance from OMB on how to deal with the GeoLoB after FY 2011.

### **Example of a Common Dashboard Reporting Mechanism for the FGDC WG's and SC's – Randy Fusaro, Census**

**Action 20090901-10:** Provide comments on the Common Dashboard Reporting Mechanism for the FGDC WG and SC to Randy Fusaro, Census

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### **Develop a Schedule of WG and SC Updates – Ivan DeLoatch, FGDC**

**Action Item 20090901-12:** The FGDC Secretariat is to develop a schedule for the FGDC Work Groups and Subcommittees to provide a 30 - 45 minute status presentation at the monthly Coordination Group meetings. The Homeland Security WG and the Cultural and Demographic Statistics SC will provide status update at the October 13 CG meeting.

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### **CG's Executive Committee Liaison Process – Ivan DeLoatch, FGDC**

The ExCom will rotate a member of the ExCom to provide the coverage at the CG meetings. How would the CG like to proceed on a liaison to the ExCom? There are several options listed in the current FGDC Business update for this meeting. The liaisons will attend the beginning 30 minutes of each others meetings. As this is a new process we will need to develop agenda topics in order to effectively make use of this time.

**Action Item 20090901-14:** Poll the CG members on the method that they would like to choose a Liaison(s) to attend the ExCom meetings. Include ranking.

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### **Summary of Action Items – Pat Phillips, FGDC**

Pat provided a summary of the actions.

### **Adjourn**